

## Chapter 10

## SUPPLY MANAGEMENT PROCEDURES/SPECIAL EQUIPMENT AND SUPPLIES

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## SECTION 10A-- POSITIONING OF WHOLESALE SECONDARY ITEMS.

**10.1. Purpose.** To bring Air Force responsibilities in line with current DOD guidance as outlined in DODI 4140.7. This establishes policy and procedures involving the positioning of AF wholesale stocks, at or as close as possible to the sole or predominant user.

### 10.2. Scope.

**10.2.1.** Storage of wholesale stock closer to users will result in improved responsiveness, better support of peace and wartime requirements and reduced distribution costs. These procedures are applicable to all wholesale secondary items stocked by the Air Force except war reserves, stocks designated for specific projects, and items for resale in commissary stores. Certain subsets of war reserve materiel (WRM) will be stocked closer to users, however, not all WRM in general.

**10.2.2.** It is AF policy to determine positioning decisions primarily on the basis of achieving responsive and efficient wholesale material distribution support to the missions and weapons systems of AF customers. The impact on inventory levels and the associated costs are an important part of the determination process.

### 10.3. Procedures.

**10.3.1.** Stocks shall be positioned to minimize unnecessary long distance shipments, crosshauling, and circuitous routing, and to maximize shipment consolidation and the efficiency of transportation resources. Single point stockage of items shall be restricted to those that are supported by cost and benefit analysis.

**10.3.2.** Stocks normally shall be positioned at the wholesale distribution facility (primary stock point) closest to the point of use, at a consolidation point that has been approved by the office of the assistant secretary of defense (manpower, installations, and logistics), or appropriate embarkation point for overseas shipment consistent with facility capability to meet uniform materiel movement and issue priority system performance standards and available storage space.

**10.3.3.** AF item managers shall position stocks at the appropriate air logistics center storage site, consistent with the foregoing. Defense Logistics Agency item managers shall also position stocks at AF depot storage sites upon appropriate coordination with the Air Force. The Air Force also may utilize other DOD storage sites upon appropriate coordination, and vice versa.

**10.3.3.1.** The availability of storage space to support an item from another AF depot facility or other DOD component shall be determined to the extent feasible based on the storage space management report (DD Form 805). RCS: DD-I&L (SA&A) 1337. Authorization to store items will be approved by AFLC/DSS.

**10.3.3.2.** Arrangements for, and the coordination of, intra-Air Force support, or interservice support (DIA/Army/Navy, etc.) shall be accomplished directly between the affected activities. AFLC/MML and DSS will provide final authority on all proposed agreements involving AF assets/storage sites. Normally, functions such as receiving storing, shipping, care of supplies in storage, and inventory shall be furnished on a common service basis.

**10.3.3.3.** All wholesale stocks, regardless of location, shall be under the management control of the cognizant item manager to include full asset visibility and redistribution authority.

**10.3.4.** The most responsive and economical alternate positioning action, consistent with the foregoing, shall be taken when materiel is unavailable from the primary stock point.

**10.3.5.** Responsive and economical action to balance inventory among stock-point locations shall be taken, when necessary, to overcome the unpredictability of supply and demand forecasting, and to correct projected long term imbalances in stockage. These actions may include, but are not limited to, bulk redistribution, expedited procurements, amended shipping instructions and selective release of back orders. Bulk redistribution normally shall be considered only when the cost of redistribution is less than the cost of attriting stock in place.

**10.3.6.** The cognizant item manager in determining the number and location of stock points for an item, shall consider the following factors:

**10.3.6.1.** Wartime plans, surge and mobilization requirements, and desirability of stock dispersal.

**10.3.6.2.** The nature of the items themselves:

**10.3.6.2.1.** Specialized requirements, such as depot-level maintenance programs and maintenance unique test and inspection, repair, packaging, storage, and transportation, to include second destination transportation costs from depots to customers.

**10.3.6.2.2.** Frequency of demand and forecasting reliability.

**10.3.6.2.3.** Dollar value, weight, and cube.

**10.3.6.3.** Availability of storage space, type of storage space required and the need for specific storage aids and/or mechanized materiel handling equipment.

**10.3.6.4.** Inventory carrying costs (that is, the added costs to receive and store at a greater number of locations) plus costs of multi destination versus single destination shipments, and first destination transportation costs to multiple locations versus any savings in responsiveness and second destination transportation costs.

**10.3.7.** For wholesale secondary items managed on a weapon system basis, AF depots shall develop the capability to position stocks based on weapon system materiel requirements.

#### **10.4. Forward Stockage Data Products.**

**10.4.1.** To enable item managers to make decisions relative to stocking assets at more than one location, a series of D032 (item management stock control and distribution system) products were developed to assist the decision-making process. It is supported by information received from products of various functions and subfunctions.

**10.4.2.** The demand processing function supports the D032 system by providing information for storage of assets in the most efficient logical area based upon user requirements. Three subfunctions were developed which select data from the demand processing function providing information in the following areas:

**10.4.2.1.** The world-wide demand process subfunction computes world-wide demand data for a two-year period by geographical area to determine the predominant user of a given stock item. Using this information, it provides for storing these assets in the applicable area of the predominant user. There are 13 geographical areas established world-wide. Each ALC is responsible for one or more zones. This subfunction produces the following reports:

**10.4.2.1.1.** A-D032-5L1-S3-G27: Indicating total world-wide geographical area use.

**10.4.2.1.2.** A-D032-4LI-S3-G27: Indicating multi-geographical area use.

**10.4.2.1.3.** A-D032-2L1-S3-G27: Indicating 100 percent geographical area use - total assets stored at geographical area storage site.

**10.4.2.1.4.** A-D032-2LI-S3-G27: Indicating 100 percent geographical area use - no assets.

**10.4.2.1.5.** A-D032-1LI-S3-G27: Indicating 100 percent geographical area use - all assets not stored at geographical area storage site.

**10.4.2.2.** The AFLC (ALC-technology repair center (TRC)) demand process subfunction computes AFLC maintenance code "3" items (items which require technical skills: volume 2, part 2, chapter 9, attachment 9A-2) at the TRCs to determine predominant user. Assets are stored at or closest to the TRCs having the need for these items. This subfunction produces the following reports:

**10.4.2.2.1.** A-D032-1LI-S4-G24: Indicating shipping costs for bulk move.

**10.4.2.2.2.** A-D032-1LI-S4-G20: Providing ALC demand processing counts.

**10.4.2.2.3.** A-D032-1LI-S4-G22: Indicating ALC-TRC national stock numbers (NSNs) used.

**10.4.2.2.4.** A-D032-1LI-S4-G19: Indicating ALC-TRC NSN 100 percent user with transportation data.

**10.4.2.2.5.** A-D032-1LI-S4-G19: Indicating ALC-TRC NSN 100 percent user data no assets.

**10.4.2.2.6.** A-D032-1LI-S4-G19: Indicating ALC-TRC NSN 100 percent user data with all assets stored at the user's site.

**10.4.2.2.7.** A-D032-1LI-S4-G19: Indicating ALC-TRC NSN data with multiple users.

**10.4.2.3.** The European distribution process subfunction produces A-D032-1LI-S5-060 report which selects stock numbers and stock record account numbers (SRANs) with expendability, recoverability, reparability, category code of "N" and "P" to be supported by the European distribution system (EDS). Those stock numbers that match the ALC cross-reference master file stock numbers are counted if ten or more requests have been



made within a two year period. The percentage of EDS usage of the world-wide usage is computed for each stock number by priority.

**10.5. Pacific Distribution.** A Pacific distribution system is being developed. When completed, it will use procedures similar to those developed for the European distribution process.

**10.6. Unused.**

**10.7. Unused.**

**10.8. Unused.**

**10.9. Unused.**

**10.10. Unused.**

**10.11. Unused.**

**10.12. Unused.**

**10.13. Unused.**

**10.14. Unused.**

**10.15. Unused.**

**10.16. Unused.**

**10.17. Unused.**

**10.18. Unused.**

#### **SECTION 10B-- RESERVED.**

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**10.21. Unused.**

**10.22. Unused.**

**10.23. Unused.**

**10.24. Unused.**

**10.25. Unused.**

**10.26. Unused.**

**10.27. Unused.**

**10.28. Unused.**

**10.29. Unused.**

**10.30. Unused.**

#### **SECTION 10C-- INDUSTRIAL PLANT EQUIPMENT.**

**10.31. General.** The DOD has established the Defense Industrial Plant Equipment Center (DIPEC) Memphis TN 38114 as a centralized organization to maintain visibility for all in-use and idle industrial plant equipment

(IPE) in military installations and activities (excluding IPE in custody of military units tactically deployed or to be deployed) and in contractors' plants for support of the industrial mobilization base. DIPEC also performs as screening agency for all DOD IPE requirements to assure optimum reutilization of assets. As pertains to AF military organizations, items of IPE are identified in AF systems by acquisition advice code "U."

**10.32. Management Of Industrial Plant Equipment.**

**10.32.1.** AFLC is responsible for full inventory management control of IPE required for support of AF military organizations. This includes determination of budget/buy requirements, procurement, distribution to meet AF authorized requirements, storage, and maintenance of depot stocks.

**10.32.2.** AFLC will provide in-use and warehouse asset visibility to DIPEC and determine AF-wide excess IPE to be reported to DIPEC for reutilization consideration.

**10.32.3.** Prior to procurement of items of IPE, AFLC will query DIPEC for possible supply from idle asset resources. A statement of nonavailability from DIPEC is required prior to procurement. Peculiar items procured through the provisioning process are excluded from this provision.

**10.33. Industrial Plant Equipment References.**

**10.33.1.** Procedures governing IPE are contained in:

**10.33.1.1.** Chapter 1.

**10.33.1.2.** Volume 2, part 2, chapter 15.

**10.33.1.3.** Volume 3, part 1, chapter 6.

**10.33.1.4.** Volume 3, part 3, chapter 7.

**10.33.1.5.** Volume 4, part 1, chapter 18.

**10.33.1.6.** Volume 6, chapter 3.

**10.34. Unused.**

**10.35. Unused.**

**10.36. Unused.**

**10.37. Unused.**

**10.38. Unused.**

**SECTION 10D-- LUMBER AND WOOD PRODUCTS.**

**10.39. General.**

**10.39.1.** Wood products items, federal supply class (FSC) 5510 lumber, FSC 5520 millwork, and FSC 5530 plywood and veneer, are commodity integrated materiel managed items and the Defense Construction Supply Center (DCSC) has been assigned this commodity management function for wood products. HQ Defense Logistics Agency (DLA) and General Services Administration (GSA) have agreed that plywood (FSC 5530), which is not coded for local purchase (LP), with unit of issue of "sheet" will be acquired from DCSC, and plywood with unit of issue of "package" (PG) and "skid" (SD) will be acquired from GSA.

**10.39.2.** Requisitioning activities will obtain wood products in accordance with the acquisition advice code (AAC) assigned to the item record. Items coded for LP (AAC "L") will have no dollar limitation imposed on the LP transaction. DCSC will procure items with AAC "L" only if the requisition contains advice code "2A" (not locally obtainable).

**10.39.3.** Items centrally managed are assigned AAC "J" and will be requisitioned from DCSC who will procure only after receipt of the requisition. Requisitioning activities are authorized to LP emergency requirements as prescribed in FAR 5-1201.2(d)(1).

**10.39.4.** Air Force activities may LP at their option, items assigned AAC "J" when the line item value for a request is \$2500 or less. Air Force activities will consolidate requirements wherever possible. Excess items with AAC "J" will not be reported or subject to return to DCSC.

**10.39.5.** Overseas activities are governed by procedures prescribed in paragraph 10.50.

**10.39.6.** Items of lumber and wood products are in the general support division, AF Supply Management Business Area (SMBA) and have budget code "9" assigned. Changes to this section should be forwarded to HQ AFMC/ FMBSG.

#### **10.40. Preparation And Submission Of Requisitions.**

**10.40.1.** Requisitions, follow-ups, requests for cancellation, etc., should be forwarded to DCSC, routing identifier "S9C." If mailed, the envelope should be stamped "MILSTRIP" and marked for the attention of DCSC-OSR. The communication routing identifier for "S9C" is RUEDKFA.

**10.40.2.** National stock number (NSN) items in FSC 5520 requiring specification data, that is, species/grade, will be requisitioned using DD Form 1348, DOD Single Line Item Requisition System Document (Manual), with document identifier codes "A05" or "A0E." The NSN items in FSC 5510 and 5530 which require specification data and/or end-use identification that cannot be communicated through an established wood products peculiar advice code (end-use application) will also be requisitioned using DD Form 1348 with document identifier codes "A05" or "A0E."

**10.40.3.** The NSNs in FSC 5510 and 5530 should be requisitioned using DD Form 1348M, DOD Single Line Item Requisition System Document (Mechanical), document identifier "A01" or "A0A," as applicable. The NSNs in FSC 5510 and 5530 will contain an applicable wood products advice code relating to end-use application and the associated grade of lumber, except as indicated in paragraph 10.40.2.. The end-use application codes are found in chapter 9, attachment 32. In cases where end-use application data is not applicable because of the item's single purpose use, advice code "3P" will be used.

**10.40.4.** Wood products without an NSN assigned, which are identified and ordered by description only, should be requisitioned using DD Form 1348 (manual form), DD Form 1348-6, DOD Single Line Item Requisition System Document (Manual - Long Form), or "A05" or "A0E," as applicable. These requisitions are to be mailed or transmitted by narrative message.

**10.40.5.** Air Force activities will assure that the grade of wood product ordered is no greater than required, and that finished wood products will not be ordered when unfinished material will satisfy the requirement.

#### **10.41. Indefinite Delivery Type Contracts.**

**10.41.1.** DCSC may establish indefinite delivery type contracts for common lumber and plywood normally stocked in local retail outlets when all of the following conditions are met:

**10.41.1.1.** The installation specifically requests an indefinite delivery type contract.

**10.41.1.2.** Estimates can be assured on the basis of past statistical usage or planned activity.

**10.41.1.3.** The requirement can be satisfied most economically under an indefinite delivery type contract.

**10.41.1.4.** The estimated usage of an indefinite delivery type contract is sufficient to outweigh the cost of issue and administration.

**10.42. Inspection-Softwood Lumber.**

**10.42.1.** Purchase contracts issued by the DCSC regional procurement suboffice will specify whether inspection and acceptance is at origin or at destination. If at origin, the inspection will be performed by the defense contract administration services region (DCASR).

**10.42.2.** Destination inspection and acceptance is the responsibility of the AF recipient installation as agreed by DLA and each AF installation commander.

**10.42.3.** The applicable DCSC regional procurement suboffice will contact each AF installation with regard to reaching agreements for destination inspections. These agreements are to be local determinations after consideration of the inspection problems involved and the benefits which will accrue to the Air Force.

**10.42.4.** Receiving inspection procedures prior to unloading.

**10.42.4.1.** Study contract requirements.

**10.42.4.2.** Compare seal numbers on boxcar with numbers on bill of lading.

**10.42.4.3.** Identify shipment with contract.

**10.42.4.4.** Identify shipment by comparing the shipment with shipper's invoice for the following: Contract number, contractor's name, car initial and number, quantity, grade, size, species, manufacturer, and moisture.

**10.42.4.5.** Inspect the shipment for deficient loading, packaging, and strapping. If there is evidence of improper or deficient loading, determination should be made whether the fault lies with the carrier or shipper. If the carrier is at fault, the local carrier's agent should be requested to inspect the shipment and furnish a bad order report. This report will be used for recourse for damaged or lost materiel and additional costs incurred in unloading or repackaging. If the shipper is at fault, the carrier's agent should be requested to furnish a bad order report. The installation will obtain photographs to illustrate the loading deficiencies with the car name and number in the photographs. A report will be rendered by phone to the administrative contracting officer (ACO). The extent of the deficiency will be furnished. The ACO will contact the supplier by phone and notify the receiving activity by phone if the supplier will bear the additional costs incurred by the receiving installation. If the supplier agrees to bear the additional costs of unloading and correction of deficient loading, the receiving activity should proceed with the unloading.

**10.42.4.6.** A list of the additional expense incurred (unloading, handling, repackaging, loss, etc.) should be maintained and all substantiating evidence forwarded to the ACO.

**10.42.4.7.** If the supplier does not agree to bear the cost of correcting the deficiency, the shipment should be returned to the carrier, rejected, and the ACO notified of the action within 36 hours.

**10.42.4.8.** On occasion, shipments may arrive without identifying documents. The first action necessary is to determine if the shipment belongs to the installation. This information can be obtained from the carrier's agent. The delivering carrier's agent will be asked to furnish the name of the shipper, the place shipped from, and the date shipped. Ordinarily this information can be obtained from the way the bill was submitted to the consignee at time of delivery. This information, with description of type, size, and working of the lumber, should be

submitted to the ACO as soon as possible. If the shipment is without identifying documents, the entire shipment (after unloading) will be held intact, segregated, and properly protected pending receipt of contractual documents.

**10.42.5. Receiving inspection procedures after unloading.**

**10.42.5.1.** Inspect for grade and association grade mark, size, manufacture (thickness, width, length, surfacing, working or rough), moisture content, species, tally, and other contract requirements.

**10.42.5.2.** Inspection of a representative portion (at least 15 percent) of the shipment or item of a shipment should be made to ascertain if material conforms with contract specification. On the basis of a representative inspection, the shipment or items thereof should be accepted or rejected.

**NOTE:** Small quantity items may require up to 100 percent inspection.

**10.42.5.3.** Rejected shipments or items thereof should be placed in segregated storage, held intact, and the ACO notified within the prescribed time limits.

**10.42.6.** Notification of rejection, for reasons other than moisture content, will be made to the ACO within seven days after receipt of shipment. The ACO will be requested to expedite official inspection or removal by the shipper.

**NOTE:** Notification of rejection for grade or manufacture must be in time that the shipper will receive notification within ten days after receipt of lumber in order to comply with association rules and contract provisions. For this reason the ACO must be notified within seven days.

**10.42.7.** Notification of rejected lumber for excess moisture must be made to the ACO immediately after the lumber is unloaded. This is necessary since the ACO must advise the shipper within 24 hours after the lumber is unloaded in order to comply with applicable association rules and contract. After it is unloaded, the lumber must be fully protected from conditions that would tend to increase the moisture content.

**10.42.8.** If the complaint involves tally (quantity) only, the entire shipment or item thereof must be held intact for recount.

**10.42.9.** Acceptance and use by the consignee of a portion of the shipment does not prejudice claim on any lumber that is considered to be below grade or not of the size ordered.

**10.42.10.** Each shipment or item of shipment shall be considered of grade invoiced if, upon official reinspection, 95 percent thereof or more is found to be of said grade or better. Degrades in excess of five percent, or when they are more than one grade lower than the grade invoiced, shall be the property of the shipper.

**10.42.11.** The expense of such reinspection shall be borne by the seller if the shipment or item thereof is over five percent, or when they are more than one grade lower than the grade invoiced. The reinspection expense shall be borne by the agency administering the contract (buyer) if five percent or less is below invoiced grade.

**10.42.12.** All contract violations shall be handled according to contract specifications and Trade Association Grading and Manufacturing Rules that govern the species involved.

**10.42.13.** Receiving reports on defense supply contracts are to be submitted direct to the designated AF finance office for reconciliation and payment.

**10.43. Inspection-Hardwood Lumber.**

**10.43.1.** Hardwood lumber (except flooring, molding, interior trim, and miscellaneous hardwood items) is subject to the National Hardwood Lumber Sales code. Lumber bought under this code is subject to the measurement and inspection rules of the National Hardwood Lumber Association (NHLA).

**10.43.2.** In case of complaint on the grade, size, working, moisture content, tally, or species of any shipment or item thereof, the entire shipment or items of the shipment must be held intact and the ACO notified within seven days after unloading. If the seller is unable to adjust the complaint on a satisfactory basis with the buyer, the seller may request the NHLA to inspect the stock under dispute.

**10.43.3.** Should the reinspection result in not more than four percent deductible difference in money value from the gross amount of the invoice, the buyer (agency administering the contract) pays all expenses of inspection, accepts all lumber, and honors the seller's invoice in full. If the deductible difference is more than four percent money value, the seller is to pay all expenses of the NHLA inspection and labor charges at actual cost or not to exceed \$4 per thousand feet, whichever is less. To determine the deductible difference in money value, all items in the original invoice that are in accordance with the buyer's order are to be figured at invoice prices. All below grade items in the original invoice, in accordance with the buyer's order, will be included at agreed price differentials and shall be re-invoiced accordingly by the seller. If the buyer does not agree to the re-invoiced prices and in absence of a satisfactory price basis between the buyer and seller, the prices published in the current weekly Hardwood Market Report, the acknowledged basis for hardwood pricing, will prevail. Price information data may be obtained from lumber dealer-retail, wholesale, salesmen, or prices that procurement experience indicates.

**10.43.4.** If the result of the official inspection determines that at least 80 percent of the total footage is according to specifications, the receiving installation shall retain and pay for the stock up to the grade ordered at prices named in the order except as provided in paragraph 10.43.3. The lumber not up to grade shall be the property of the shipper.

**NOTE:** If inspection is performed at origin by the NHLA as agent for DLA ACO, settlement of rejected materiel will be made on the basis of differential in cost in accordance with NHLA grading rules. The rules provide that NHLA will assume financial responsibility for lumber certified; however, reimbursement will be in cash to the government.

**10.44. Inspection-Plywood.**

**10.44.1.** All complaints regarding quality, such as grade, moisture, size, manufacture, damage, or species of a shipment must be made to the ACO within 12 days from receipt of shipment in order that the shipper may be notified within 15 days.

**10.44.2.** Each shipment or item of shipment shall be considered as of grade invoiced if upon official reinspection 95 percent thereof or more is found to be invoiced grade or better. Degrades in excess of five percent shall be the property of the shipper.

**10.44.3.** The expense of such reinspection will be borne by the shipper if the shipment or item thereof is over five percent below grade and by the buyer (agency administering the contract) if five percent or less is below invoiced grade.

**10.45. Storage.**

**10.45.1.** Lumber and lumber products will be stored according to DOD Regulation 4145.19-1.

**10.45.2.** Rotation procedures will be utilized to insure use of oldest stock first.

**10.45.3.** Local shops, box factories, and other using agencies at AF activities are not authorized to stock or store lumber and allied products in excess of a 30 working day level and/or enough for work orders and special projects approved for immediate consumption. All lumber and allied products in excess of authorized levels will be returned to the base supply officer and posted to the stock record cards.

#### **10.46. Contract Administration.**

**10.46.1.** DCSC regional procurement suboffices are responsible for administration of contracts where inspection is performed at destination. On contracts where inspection is performed at origin, DCASRs are responsible for administration of the contracts.

**10.46.2.** The DCSC regional procurement suboffice will process any changes requested by the requiring activity, such as cancellations, increases, decreases, change in specifications, and related matters. No contract changes or deviations from the provisions contained in the requisition will be made by the DCSC without the official authorization of the requiring activity or other authorized AF representative or organization.

**10.46.3.** Direct contact of technical personnel of the requiring departments with contractors is authorized for arriving at technical or engineering decisions. Prior coordination with the DLA procuring office will be arranged to insure that the interests of the affected services are protected. Commitments to contractors to effect engineering changes involving authorization to perform work, to incur additional expense, to deviate from specifications or to deviate from any provision of the contract must be made by the ACO authorized representative.

**10.46.4.** Contract terminations will be conducted according to section VIII, FAR. In cases involving termination for convenience of the Government, the requiring department shall submit a complete statement of facts regarding the need for termination, and state if termination is desired only at no cost to the Government, or if costs may be incurred within a specified limitation. The requisitioning installation shall furnish instructions for disposition of articles or materiel acquired as a result of a contract termination with cost to the Government. Terminations for default are the responsibility of the procuring department.

#### **10.47. Distribution Of Documents.**

**10.47.1.** Unless otherwise specified in the requisition, the procuring activity will make bulk distribution to the requiring activity, as prescribed by FAR-5111, of ten copies of all contracts, orders, modifications and changes thereto, which cite the funds of the requiring activity. Two of the ten copies will be signed or authenticated. If the requirements are incorporated into existing contracts by issuance of calls, orders, or supplemental agreements, one copy of the basic contract will be furnished to the requiring activity for use of the finance office. In addition, one copy of all preceding contractual changes or a signed letter to the effect that preceding contractual changes do not relate to or affect the procurement of the specified requirements, will be furnished. Three copies of initial orders issued against basic ordering agreements or other indefinite delivery type contracts will be furnished to the requiring activity. One copy will be signed or authenticated. In addition to this bulk distribution prescribed, one copy of each contract and related contractual change will be distributed to each consignee.

**10.47.1.1.** The three signed copies and one authenticated copy of numbered contracts will be distributed as prescribed in current DOD regulations and procedures.

**10.47.1.2.** In addition to the preceding, action and information copies will be distributed as follows:

**10.47.1.2.1.** A signed original or certified copy of the document which obligates the Air Force will be furnished to the accounting component certifying funds on the requisition.

**10.47.1.2.2.** Domestic shipments--Three copies to the consignee. (If the purchase instrument calls for delivery to more than one consignee, three copies will be sent to each consignee.) The letter of transmittal to the consignee, together with the purchase instrument, will contain complete instructions relative to inspection and tallying of materiel at destination and requesting that the receiving and inspection report be forwarded to the office consummating the purchase.

**10.47.1.2.3.** Overseas shipments--Three copies to the ultimate overseas consignee.

**10.47.2.** Distribution of contract changes will be made in the same manner as prescribed for purchase instruments.

**10.47.3.** Military inspection and receiving reports (MIRRs). The number of copies and the distribution of MIRRs will be according to the requirements stated in the requisition.

**10.48. Disposition Of Excess.** Excess items in federal supply catalog C7-15-SL, consisting of FSCs 5510, 5520, and 5530, will be processed according to LP excess procedures (chapter 3).

#### **10.49. Reclamation.**

**10.49.1.** Reclamation of lumber and lumber products is an important means of effecting economics in the supply operation. The cost of labor and overhead for this reclamation will not exceed the savings represented in the reclaimed materiel. The following principles will apply:

**10.49.1.1.** Lumber materiel and products obtained through reclamation will be accounted for by the base supply officer through washpostings to the stock record cards, with direct issues being made to local using activities. Referenced postings may be accomplished on a periodic basis with data being compiled from recap sheets. Transaction documents should reflect valid AF stock numbers whenever possible. Nonstock listed numbers may be assigned only when required as prescribed in applicable current regulations.

**10.49.1.2.** Complete disassembly of containers will normally be avoided and repairs will be confined to replacement of top or where necessary a board (s) or panel in top, bottom, or sides. Repairs to ends, involving removal and replacements of cleats is uneconomical.

**10.49.1.3.** All boxes or crates beyond economical repair, or so constructed as to preclude economical partial disassembly will be turned in to the base disposal office in an assembled state.

**10.49.1.4.** Cleated plywood panels will have cleats removed by sawing.

**10.49.1.5.** Boxes, crates, and pieces of lumber or plywood determined non reclaimable by the reclamation activity will be sent directly to the base disposal officer for disposition as prescribed in chapter 3.

#### **10.50. Overseas Procedures.**

**10.50.1.** The single military department procurement assignment does not apply to purchases made in Hawaii, Alaska, and outside the United States. However, it does apply when an overseas requirement is procured within the 48 contiguous states and the District of Columbia, under conditions explained above.

**10.50.2.** Air Force overseas activities unable to purchase their lumber requirements within the overseas areas will submit their requisition according to the procedures prescribed in this section. An exception to the foregoing is lumber requirements of AF bases in the Pacific area in amounts less than indicated above. These requisitions are to be submitted to Warner Robins ALC, the item manager for FSG 55 materiel.



## **10.51. Quality Control.**

### **10.51.1. Lumber softwood (MM-L-751C).**

**10.51.1.1.** Each piece of lumber in a shipment must be grade-marked and also marked with the registered symbol of the association, or bureau thereof, under whose rules the lumber is graded or of another inspection agency satisfactory to the federal organization making the purchase. String tied bundles of like grade and species need not be so marked except for the top piece in each bundle.

**10.51.1.2.** Each shipment must be accompanied by a certificate of inspection issued by the association, or bureau thereof, under whose rules the lumber is graded or by another inspection agency satisfactory to the federal organization making the purchase.

**10.51.1.3.** Each piece of lumber to be center-ripped will be grade-marked on either the grading face or end prior to center-ripping.

**10.51.2.** Lumber, hardwood (MM-L-736). All hardwood shipments for CONUS will be accompanied by a certificate of inspection issued by the NHLA unless it is determined that such inspection will cause unnecessary delayed deliveries or cause exceptional high or unreasonable inspection costs. All hardwood shipments to overseas activities may be subject to the type of inspection acceptance as designated by the procuring organization.

### **10.51.3. Treated materiel.**

**10.51.3.1.** Treated materiel will be inspected at the treating plant by the DCASR before treatment. A treating record showing net retention of preservative for pressure treated materiel, or net penetration for nonpressure treated materiel, shall be furnished by the contractor to the government on each shipment prior to loading.

**10.51.3.2.** Acceptance by the government inspector will be made after materiel has been properly loaded for shipment.

**10.51.4.** Plywood, federal specification NN-P-530. Each panel of plywood in a shipment consisting of standard commercial grades shall be grade-marked and also trade-marked with the registered symbol of the applicable association or accompanied by a certificate of inspection issued by the association under whose rules the plywood is manufactured and graded, certifying that each panel conforms to the standard. Each panel will be identified by type, grade, and species.

**10.51.5.** Veneer, paper-overlaid, container-grade, specification PPP-V-205. Origin or destination acceptance inspection as specified by the purchasing agency will be performed according to procedures in specification PPP-V-205.

**10.51.6.** All quality and discrepancy problems on DCSC procured items will be referred to DCSC, Attention: DCSC-SQD. The customer should not deal directly with the contractor. Only the buying activity has the right to deal directly with the contractor on DLA contracts. All discrepancy reports will be submitted to DCSC. Reporting to the contractor will only delay processing the discrepancy report.

**10.52. Local Purchases.** Lumber and allied products purchased locally will be subject to inspection as specified by the purchasing officer. Grade-marking or certificate of inspection may not be required for LP due to the small quantities involved.

**10.53. Unitizing And Loading Of Lumber.** Requisitions will indicate the type and method of loading desired, in accordance with specification MIL-U-14362. Lumber purchased locally by AF activities will be palletized and loaded as specified by the purchasing officer.

**10.54. Pricing.** The pricing policy for wood products is found in volume 1, part 3, chapter 6, section 6C.

**10.55. Unused.**

**10.56. Unused.**

**10.57. Unused.**

**10.58. Unused.**

**10.59. Unused.**

**10.60. Unused.**

**10.61. Unused.**

**10.62. Unused.**

**10.63. Unused.**

**SECTION 10E-- RESERVED.**

**10.64. Unused.**

**10.65. Unused.**

**10.66. Unused.**

**10.67. Unused.**

**10.68. Unused.**

**10.69. Unused.**

**10.70. Unused.**

**10.71. Unused.**

**10.72. Unused.**

**SECTION 10F-- LOGISTICS ASSET SUPPORT ESTIMATE.**

**10.73. Purpose.**

**10.73.1.** This section provides an automated procedure for the military services, to interrogate the Defense Logistics Agency (DLA) and/or the inventory control points (ICPs) and/or integrated materiel managers (IMMs) for their asset position in order to obtain their level of support available, to support contingency or operational plans, projects, and other important programs.

**10.73.2.** The Logistic Asset Support Estimate (LASE) procedure only obtains a "snap shot" of asset availability; it does not request that assets be set aside or fore-cast to support a program. For nonrecurring programs such as onetime alterations, modifications, or conversions, the Special Program Requirements (SPR) process should be utilized. A comprehensive list of the types of projects which can utilize the SPR process and an explanation of the process are described in chapter 11, section 11W.

**10.74. Scope.** The provisions of this section are applicable to DLA, defense supply centers (DSCs) except the Defense Fuel Supply Center, service ICPs functioning as 110 5, and selected activities of the Army, Navy, Air Force, Marine Corps, and Coast Guard.

**NOTE:** See part 4, chapter 1, attachment 66 for listing of authorized activities and vol 3, part 3, chapter 22, attachment 6 for the activity addresses.

### **10.75. Asset Support Requests.**

**10.75.1.** Submission of logistics asset support estimate (LASE) requests to ICP/IMMS will be limited to the activities listed in volume 1, part 4, chapter 1, attachment 58. Requirements for submitting requests through the defense automatic addressing system (DAAS) are specified in section 10Z.

**10.75.2.** The LASE program is an automated procedure designed to obtain a general estimate of the type of supply support which might be anticipated when a specific MILSTRIP requisition is not pertinent to the inquiry. LASE interrogations will not be used for obtaining routine stock status where normal DOD 5000.25-1-M, MILSTRIP, should be employed. Asset support requests will be initiated in conjunction with particular programs or projects by personnel responsible for scheduling, planning or reporting on the overall supply support status of major equipment or systems.

**10.75.3.** The item manager; system program manager, or critical item manager may prepare an asset support request (document identifier "DTA") via input terminals to the D040 system. The input screen format for the transaction is shown in attachment 10F-11. Although the DTA transaction format, shown in attachment 10F-1, is composed of 10 elements, the input screen consists of only 6 of those elements. The balance of the elements will be assigned and formatted by the system and then passed to the communications gateway for transmission to the DLA centers or IMMs. Although a request may be submitted to tailor the response as explained in paragraph 10.75.4., Air Force submissions will use a constant "C" as the request code. This procedure will ensure that the response will always contain both asset and back order data.

**10.75.4.** Output data is dependent upon the "Request Code" entered in record position (rp) 7 of the asset support request transaction ("DTA") and will be reflected in the asset support reply transactions ("DTB", "DTC"). Attachments 10F-3 and 10F-4 respectively.

**10.75.4.1.** Request code "A". When information needed should consist basically of asset data (on-hand and due-in) an asset support request transaction with an "A" in rp 7 will be submitted to the appropriate ICP/IMM. This request will generate an asset supply reply as outlined in attachment 10F-3.

**10.75.4.2.** Request code "B". If the information desired is oriented toward the back order condition, an asset sum port request transaction with a "C" in rp 7 will be submitted to the appropriate ICP/IMM. This request will generate an asset support reply (back order condition) as outlined in attachment 10F-4.

**10.75.4.3.** Request code "C". In the event that both asset and back order data are desired, an asset support request transaction with a "C" in rp 7 will be submitted to the appropriate ICP/IMM. This request will generate both an asset support reply and an asset support reply (back order condition) as outlined in attachments 10F-3 and 10F-4, respectively.

**10.75.5.** Asset support requests will be submitted through the DAAS using content indicator code "IAZZ." The DAAS will recognize the document identifier code "DTA" and place in the header transaction of the transmitting message content indicator code "IHAC" upon passing the request to the appropriate ICP/IMM. If the military

service activity is collocated with the ICP/IMM, the asset support request may be submitted directly to the appropriate office.

**10.76. Asset Support Replies.**

**10.76.1.** Responses to asset support requests will normally be accomplished within five working days after receipt and, in all instances, must be accomplished within 10 working days.

**10.76.2.** Replies will be formatted as outlined in attachment 10F-3 and/or 10F-4, to contain data as specified by the submitting activity.

**10.76.3.** When an asset support request is received on a nonpreferred national stock number (NSN), the ICP/IMM may provide data for the replacing preferred NSN. When this option is used, the asset support reply will cite the replacing preferred NSN in rp 8-20 and code "1" in rp 76 as outlined in attachment 10F-3.

**10.76.4.** The asset support replies will be passed to the DAAS for transmission using content indicator code "IAZZ." The DAAS will recognize the document identifier code "DTB" and "DTC" and pass to the activity indicated by the routing identifier code in columns 4-6, using content identifier code "IHAD."

**10.76.5.** The response transactions (document identifier "DTC") will be consolidated by the D040 system into a listing in stock number sequence based on the originator code and office symbol which were in the DTA transaction. The listings will be distributed to the originators of the requirement and they are required to retain the lists for 90 days after which they are to be destroyed.

**10.76.6.** If the asset support reply reveals that the ICP/IMM is unable to support requirements for a onetime, non-recurring demand in support of special projects, modifications, conversions, etc., and the need date is at least 90 days away, submit a special program requirement to the appropriate activity according to chapter 11, section 11W.

**10.77. Transaction Rejects And Status Notifications.**

**10.77.1.** The DAAS will edit, pass, route, or reject "DTA" and "DTD" LASE transactions and will transmit appropriate "DZ9" status notifications and/or "DZG" transaction rejects to originators. These transactions and related processing requirements are covered in attachments 10F-9 and 10F-6, respectively, of this chapter.

**10.77.2.** Transactions returned by DSCs/IMMs will be prepared and processed as outlined in section 10Z. Reject advice codes applicable to an asset support request are "AA," "AB," "AD," "AF," "AT," "AU," "AV" and "AX." These codes are defined in attachment 10F-7. DOD MILSTRIP status code "CJ" may be used when requests are received for an obsolete/inactive NSN which cannot be supported. The definition of status code "CJ" is contained in attachment 10F-10.

**10.78. Follow-Up On Asset Support Requests.**

**10.78.1.** If an asset support reply transaction or a transaction reject transaction has not been received by the submitting activity within 15 calendar days from the date the request was submitted to the ICP/IMM, the submitting activity may submit a follow-up to the appropriate ICP/IMM.

**10.78.2.** The D040 system will maintain a suspense for all DTA requests sent to DLA and IMMs and will create the DTD follow up transaction. The system will only follow up once and will notify the originator when the transaction has been created and submitted. The format for the DTD transaction is shown in attachment 10F-2.

**10.78.3.** Requirements for submitting follow-ups by the DAAS are specified in section 10Z.

**10.79. Inventory Control Point/Integrated Materiel Manager Action On Asset Support Request Follow-Up.** The ICP/IMM will process the follow-up as an asset support request as outlined in paragraphs 10.75. and 10.76. Output will be as shown in attachment 10F-3 and/or 10F-4, as appropriate, except rp 7 will be changed from "A," "B," or "C," to "C," to "J," "K," or "L," respectively. Output of these codes will be an indicator to the submitting activity that replies are in response to a follow-up and not an initial request.

**10.80. Unused.**

**10.81. Unused.**

**10.82. Unused.**

**10.83. Unused.**

**10.84. Unused.**

## **SECTION 10G-- BASE MANAGEMENT OF CRITICAL ITEMS.**

### **10.85. Purpose.**

**10.85.1.** The critical item management system is designed to identify and apply premium management for selected items. Items are selected in accordance with the multidimensional criteria established by the major command (MAJCOM) and coordinated by the appropriate System Program Director (SPD) or their designated representative (i.e., nonaircraft type items), as outlined in Chapter 26 of this volume/part. The exact number of items in the system will vary depending on changes in status, as determined by the MAJCOM in coordination with the SPD. This system will:

**10.85.1.1.** Initiate premium management at base level to control the issue and repair of critical items.

**10.85.1.2.** Expedite available critical items to the users.

**10.85.1.3.** Reduce cannibalization and war readiness materiel (WRM).

**10.85.1.4.** Provide a single point issuance of redistribution orders (RDOs) to insure equitable distribution of each critical item at each base until total authorized requisitioning objectives can be filled.

### **10.86. Scope.**

**10.86.1.** These procedures are applicable to all computer/PCAM equipped AF bases/activities. Reporting will be accomplished as prescribed in volume 2, part 1, chapter 12.

**10.86.2.** Critical item management philosophy outlined in this section is applicable to all MAJCOM/SPD approved critical items.

**10.86.3.** Bases utilizing the standard base supply system (SBSS) should also refer to volume 2, part 2, chapter 24, section 24D. AFMC bases should refer to volume 3, part 2, chapter 6 and 19.

**10.86.4.** The Aerospace Maintenance and Regeneration Center is exempt from critical item reporting.

### **10.87. Selection Of Critical Items.**

**10.87.1.** MAJCOMs will select items using their selection criteria. Those items will be referred to the ALC Critical Item Manager (CIM) and the SPDs for negotiation with the MAJCOM.

**10.87.2.** When commands recommend items for inclusion in the quarterly critical item reporting system (Weapon System Management Information System/Get Well Assessment Module (WSMIS/GWAM)), the item will be screened by the SPD against the established criteria.

**10.87.2.1.** If the recommended items qualify as critical, items will be added to the program as long as they will not cause the total to exceed established quantities set by HQ AFMC/XRI.

**10.87.2.2.** If items do not qualify for critical item management or are already listed under a master stock number, the commands will negotiate with the SPD and provide documentation as to why the item needs inclusion in the program.

## **10.88. Notification Of Critical Items To Bases.**

**10.88.1.** When a WSMIS GWAM Critical Item Automated Get Well Plan is approved, a "DZE" (critical item notification) transaction is assigned.

**10.88.1.1.** All of the "DZE" (records) transactions for the approved critical items (Critical Item Automated Get Well Plan) that month are captured and transferred on a magnetic tape after the end of the month program roll over.

**10.88.1.2.** Those "DZE" transactions are sent to the AFMC central edit index and routing subsystem (D0143A) for processing. In turn, the D0143A system passes the "DZE" records and national stock number (NSN) information on to the stock number user directory (SNUD) (D071).

**10.88.1.3.** AFMC SNUD distributes the "DZE" records along with the NSN information to registered users (SBSS/D002) and AFMC retail stock control and distribution/central materiel locator management system (SC&D/ D033) "DZE" transactions for all items added to or deleted from the critical item program.

**10.88.1.4.** "DZE" transactions will consist of master and all items within the interchangeability and substitution group for items reported in the critical item program.

**10.88.2.** The following report codes are identified in the critical item program and entered in column 7:

**10.88.2.1.** Code "5" - Economic order quantity (EOQ/DO62) -- Critical.

**10.88.2.2.** Code "E" - Delete EOQ (code "5") from Critical.

**10.88.2.3.** Code "7" - Recoverable reportable -- Critical.

**10.88.2.4.** Code "6" - Delete recoverable reportable. Code "6" is submitted by the CIM and replaces code "7" when a recoverable item is no longer Critical.

**10.88.3.** "DZE" transactions will be transmitted in the following format:

**Table 10.1. Transaction Format.**

| Field Designation       | Card Columns | Data Content  |
|-------------------------|--------------|---|
| Document Identifier     | 1-3          | "DZE"   |
| Routing Identifier (to) | 4-6          | Blank   |
| Reporting Code          | 7            | Enter appropriate code.                                 |
| Stock Number            | 8-22         | Enter the stock number of the item to be reported.      |
| Date                    | 23-26        | Julian date. Reflect the last working day of the month. |
| Blank                   | 27-66        | Leave blank.  |

|                    |       |  |
|--------------------|-------|--|
| Routing Identifier | 67-69 | Enter the appropriate code of the activity to which the asset status/ transaction report is to be submitted. |
| Blank              | 70-80 | Blank  |

## **10.89. Responsibilities.**

**10.89.1.** The Chief of Supply (COS) will exercise close management controls over those items selected for management in the USAF Critical Item Program. To provide effective support for the base, it will be necessary to appoint individuals who are assigned to the operations support branch, the repair cycle support unit, or the stock control branch as the base Critical Item Monitor and alternate on an "other duties as assigned" basis. These individuals will be responsible for actions taken and decisions made in managing critical items. The additional duties of the appointed CIM and alternate will be conducted by a fully qualified supply technician.

**10.89.1.1.** The base CIMs will:

**10.89.1.1.1.** Maintain liaison with supply, maintenance, communications, civil engineering, and other applicable activities to ensure expeditious processing of all critical items.

**10.89.1.1.2.** For accounts not supported by the SBSS, insure that the inventory section is notified of each new item added to the program. For accounts supported by the SBSS, the 1GP inventory freeze notice created by "DZE" process will be forwarded directly to the inventory section for action.

**10.89.1.1.3.** Receive and utilize due-in from maintenance (DIFM) list to monitor all critical items issued to maintenance, communications, civil engineer, etc.

**10.89.1.1.4.** Receive and utilize awaiting parts (AWP) validation list to monitor all due-ins/due-outs required to complete repair of critical items.

**10.89.1.1.5.** Problems affecting the successful management of the program and corrective actions taken to ensure the efficiency of base management of critical items will be made known to all concerned base personnel. Whenever critical items or management thereof become a factor on the mission of the wing/base activity, the COS and chief of maintenance, etc., will be advised on the status of critical items.

## **10.90. Management Coding And Control.**

**10.90.1.** Item records for critical items will be coded to ensure control and issue, depending upon the property accounting system involved. Critical items located in supply points and normally issued on post-post procedures will have the location conspicuously marked with the issue control code and/or sufficient identification to clearly identify the items as critical.

**10.90.2.** When an unserviceable critical item is turned in to supply and automatic shipment is not authorized based on reparable item movement control system (RIMCS) data loaded in the SBSS, the base supply, stock control section should forward a priority message to the wholesale inventory management specialist requesting disposition instructions. The base should force ship the item to the source of supply if a response to the request for disposition instructions is not received within 15 work days.

## **10.91. Issue Of Critical Items To Users.**

**10.91.1.** All critical item issue requests will be processed as "fill" or "kill." In the event of a "kill," maintenance personnel will be advised that the item is critical and to expedite delivery of the removed item to the appropriate repair shop. If repair cannot be accomplished, maintenance will establish a firm due-out and requisition.

**10.91.2.** Parts required AWP critical end items will be submitted by maintenance on a priority basis to supply. Maintenance will identify repair part call-ins applicable to critical end items by annotating on the request that the parts are needed to repair a critical end item (not applicable to SBSS bases, since the proper urgency justification code is assigned under program control).

**10.91.3.** All documents will be printed or stamped CRITICAL ITEM based on the supply system used.

**10.91.4.** Maintenance personnel will stamp or annotate all applicable maintenance forms as CRITICAL ITEMS.

**10.91.5.** Repairable processing will stamp or annotate all paperwork and tags other than DD Form 1574, Serviceable Tag-Materiel, and DD Form 1574-1, Serviceable Label-Materiel, as CRITICAL ITEMS based on the system used at each activity. This includes shipping documents and all item identification tags attached to the property.

**10.92. Stock Control And Requisitioning.** Requisitioning objectives will be computed according to volume 2, part 1, chapter 11.

**10.93. Redistribution Policy.**

**10.93.1.** The Inventory Management Specialist (IMS) will normally be the single point of distribution of selected critical items and, as such, will control and issue all RDOs. However, MAJCOMs may effect lateral redistribution on items without prior IMS approval when one of the following conditions exists:

**10.93.1.1.** CONUS - Mission capable (MICAP) requirement only.

**10.93.1.2.** Overseas - MICAP and priority designators 01, 02, 03, 07, and 08.

**10.93.2.** In response to RDOs from IMSs, bases will ship serviceable assets including interchangeables, as follows: Ship serviceable assets (except WRM and forward support spares) down to:

**10.93.2.1.** RDO Priority

**10.93.2.2.** 01, 02, 03 (MICAP only) Zero Balance

**10.93.2.3.** 01, 02, 03 (Other than MICAP)

**10.93.2.4.** 04 - 08 Safety Level

**10.93.2.5.** 09-15 Requisitioning Objective

**NOTE:** Denial information will be furnished when applicable.

**10.93.3.** The daily asset report submitted to the IMS will be used to locate available assets and direct RDO actions to the bases. Since such elements of data as forward support spares, special projects, and safety levels are not reported in separate columns on the daily critical item report, RDOs may be received when in fact material cannot be released according to the policy in paragraph 10.93.2. This will result in a denial. Telephone calls on asset availability for MICAP requirements will aid in keeping denial rates down.

**10.94. Repair Cycle Asset Control.**

**10.94.1.** Bases will use DIFM controls to insure expeditious control action on all critical repair cycle items.

**10.94.1.1.** The maintenance copy of the supply document will be hand carried to the applicable production control/repair shop immediately after the property has been signed for.



**10.94.1.2.** Removed critical items will not be placed in unserviceable (repairable) pickup points, but will be delivered by maintenance directly to the appropriate production control/ repair shop.

**10.94.1.3.** Supply must be advised of all maintenance determinations/actions on a critical item within the established standards from removal during normal working days. Not repairable this station (NRTS) code "1" items will be turned in to supply within the established standards from removal during normal working days. NRTS action will be governed as follows:

**10.94.1.3.1.** Maintenance will assign a maintenance priority according to AFR 66-1 to bench check and repair all critical items.

**10.94.1.3.2.** Items beyond repair will be processed according to chapter 13.

**10.94.1.4.** Base supply will ensure that items coded "NRTS" by maintenance are processed from the base supply account to transportation within established standards after turn in from maintenance. All movement of critical items, including materiel deficiency reporting exhibits identified as AF critical, will be assigned a priority designator 03 as prescribed in volume 2, part 2, chapter 24, section 24D, unless otherwise directed. These actions are necessary to ensure that the daily asset report is correct and permits expeditious evacuation and requisitioning of replacement items.

**10.94.1.4.1.** Base supply and all maintenance activities will assure that all AF critical items which are base repaired are turned in and processed to serviceable stock within the established standards after repair action is taken.

**10.94.1.4.2.** Monitoring of critical items in AWP status will be performed in accordance with volume 2, part 1, chapter 24.

**10.95. Flexibility Of Critical Item Monitors.** The COS or base supply officer, as applicable, will ensure that after hours personnel are completely familiar with these procedures and processes, and possess sufficient knowledge of maintenance procedures to make decisions on requisitioning, issuing, and transferring critical items. The specific position of critical item monitor for base supply has been eliminated and those functional areas, i.e., stock control, repair cycle support unit, inventory, and the AWP Monitor will assume the critical item monitor duties and responsibilities.

**10.96. Critical Item Assistance.** Effectiveness in managing critical items requires extensive coordination between the MAJCOM and the SPDs and ALC CIMs. To accomplish this with the least amount of confusion, each MAJCOM will furnish HQ AFMC/ XRI with office symbol and DCS Defense Switched Network (DSN) telephone number of its CIM. The only follow-on notices required are when the office symbol or DCS DSN number changes. Volume 1, part 1, chapter 26 and attachment 10G-1 contain the official list of each MAJCOM and ALC CIM. All bases should contact their headquarters with any inquiries, status (WSMIS GWAM Critical Item Automated Get Well Plan status), or problems they may have with critical items. The headquarters will then contact the appropriate ALC CIM for updated get well status.

**10.97. Unused.**

**10.98. Unused.**

**10.99. Unused.**

**10.100. Unused.**

**10.101. Unused.**

**10.102. Unused.**

**10.103. Unused.**

**10.104. Unused.**

**10.105. Unused.**

**SECTION 10H-- COMMUNICATIONS - COMPUTER SYSTEMS PROJECT MATERIEL MANAGEMENT.**

**10.106. General.** This section is reserved for publication of special support procedures applicable to communications-computer systems project materiel.

**10.107. Unused.**

**10.108. Unused.**

**10.109. Unused.**

**10.110. Unused.**

**10.111. Unused.**

**10.112. Unused.**

**10.113. Unused.**

**10.114. Unused.**

**10.115. Unused.**

**SECTION 10I-- LOST, DAMAGED, OR DESTROYED PROPERTY.**

**10.116. General.**

**10.116.1.** These procedures apply to all elements of the Air Force.

**10.116.2.** Instructions relative to accounting for and control of government property possessed by a contractor, except that which is controlled as a suspense item within the military account from which shipment is made, including the adjustment of discrepancies incident to shipment and preparation of a report of survey, are contained in the FARs.

**10.117. Authority.**

**10.117.1.** In accordance with 10 U.S.C. 9832, the accounting for AF supplies or property and the fixing of responsibility therefor shall be in accordance with regulations issued by the Secretary of the Air Force.

**10.117.2.** In accordance with 10 U.S.C. 9835 (a) and (b), and pursuant to regulations prescribed by the Secretary of the Air Force, designated officers may take action upon reports of survey and all other vouchers pertaining to the loss, damage, spoilage, unserviceability, unsuitability, or destruction of property of the United States within the control of the Department of the Air Force. The action taken by any such officer or such surveys or vouchers will be final, provided that in any such case where a person or concern is held pecuniarily liable, the findings shall not be final until approved by the Secretary of the Air Force or by such officers as the Secretary may designate. See AFR 177-111 for additional statutes bearing on property accountability and responsibility, and pecuniary liability for the loss, damage, or destruction of property.

**10.118. Policy.****10.118.1. Responsibility for property.**

**10.118.1.1.** Property responsibility is defined in AFR 20-14. In addition, AF policy holds all that military and civilian personnel have property responsibility for all property under AF control. This responsibility includes pecuniary liability for the negligent loss or destruction of such property. In all other cases, property responsibility will be determined by local, state or Federal laws. (See AFR 177-111 for rules of negligence to be applied.)

**10.118.1.2.** Unauthorized use. Pecuniary liability will be assessed without requiring any proof of negligence or gross negligence where an individual has deliberately made unauthorized use of AF property, which property is thereby lost, damaged, or destroyed.

**10.118.1.3.** Recovery of property unlawfully detained. Except as provided for above, whenever information is received that any property belonging to the military service of the United States is unlawfully in the possession of any person, the supply officer or other appropriate officer will make an immediate report direct to the Provost Marshall who will insure that legal proceedings may be started to recover the property and, if the property has been stolen, for the arrest and trial of the guilty person.

**10.118.1.3.1. Reports will contain:**

**10.118.1.3.1.1.** Complete description of the property involved and its location, if available.

**10.118.1.3.1.2.** Name and location of the person unlawfully possessing such property.

**10.118.1.3.1.3.** Facts and circumstances known relative to unlawful possession of the property.

**10.118.1.3.2. Summary action.**

**10.118.1.3.2.1.** Upon satisfactory information that US property unlawfully possessed is likely to be removed from the area of jurisdiction of the civil tribunal, concealed, or otherwise disposed of before completion of necessary proceedings for its recovery, the base or detachment commander will authorize seizure. If the property consists of clothing (except individual within the clothing monetary allowance system), arms, military outfits, or equipment furnished by the United States to an enlisted person, the Federal Statutes (10 U.S.C. 9836), authorize such property to be seized and taken from any person not an enlisted person or officer of the United States, by any officer, civil or military, of the United States. Other government property will be seized if it can be accomplished without committing a breach of the peace or a trespass on private premises. The person having the property will be given a receipt showing that such property has been seized as belonging to the United States. The property will be held subject to any legal proceedings that may be instituted.

**10.118.1.3.2.2.** Nonmilitary persons apprehended while stealing military property will be turned over to civil authorities. Action against military personnel will be taken in accordance with the Uniform Code of Military Justice.

**10.118.1.3.3.** Report to the Air Force Accounting and Finance Center (AFAFC). In the event the property was issued to AFRES units for temporary training and has not been returned, or is carried away or abandoned by service personnel upon their discharge or separation, the matter should be referred to AFAFC/ACFR, Denver CO 80279, after an attempt at collection from the individual by the AFRES unit or the servicing accounting and finance officer, whichever is appropriate (DFAS-DER 177-102).

**10.118.1.4.** Liability of nonappropriated fund activities. AFR 34-3 authorizes the loan of specified items of appropriated fund property to non-appropriated fund activities of the Air Force. The activity, rather than the

individual who receipts for such property, assumes supervisory responsibility. The activity is not considered an in-surer of the property, but it will be held liable for property loss or damage resulting from gross negligence or willful misconduct of its officers or employees. A report of survey holding the activity pecuniarily liable will not prejudice the activity's right to, in turn, hold its officer(s) or employee(s) pecuniarily liable and to make collection as though a loss of nonappropriated fund property under its control had been involved.

**10.118.2. Accounting for property.**

**10.118.2.1.** If property is lost, damaged, or destroyed by causes other than fair wear and tear, administrative action authorized herein or a report of survey will be accomplished to determine whether the individual, concern, etc., having responsibility will be relieved from pecuniary liability.

**10.118.2.2.** Jointly operated activities. Where installations or activities are operated jointly by the Air Force and Army or Navy, the class of property governs the routing of reports of survey, rather than the fact that the installation or activity is commanded by an Air Force, Army, or Navy officer. Reports of survey on AF property at such installations will be processed as prescribed in this section and AFR 177-111.

**10.118.2.3.** Use as property vouchers. Reports of survey may be filed as property vouchers or as supporting vouchers when all elements of validity have been complied with, including the approval of the base commander. With respect to any pecuniary liability which may be involved, the findings, recommendations, or other actions indicated thereon, other than final, are to be regarded as being the opinions of disinterested officers acting in an advisory capacity to the authority taking final action.

**10.118.2.4.** Fund losses. Any funds derived from the sale of services or personal property shall be considered as property until deposited with the accounting and finance officer. This policy does not extend to the change fund advanced by the accounting and finance officer.

**10.118.2.5.** Air Force property stored by another service or stored by Air Force and owned by another service. If property is lost, damaged, or destroyed by causes other than fair wear and tear, a report of survey and other administrative action will be accomplished as specified in the storage agreements between the Air Force and the storing service or owning service.

**10.118.3.** Rewards for recovery of lost AF property. Policy pertaining to the offering of, eligibility for, payment of, publicity concerning, and funding of rewards for recovery of lost AF property is contained in AFR 67-5. This policy does not apply to stolen property.

**10.119. Methods Of Relief From Responsibility For Property.**

**10.119.1.** Adjustment Procedures. This paragraph explains the authorized adjustment procedure available to individuals having responsibility for lost, damaged, or destroyed property in order that they may determine the procedure to follow in accounting for the property and obtaining relief from property responsibility. References given are to directives or procedures governing the preparation of, action on, and distribution of the forms required. If any special procedure described herein is rescinded, a report of survey will be required in lieu thereof unless otherwise stated in the rescinding directive. Whenever there is doubt as to which procedure should be used, a report of survey will be prepared. The fact that specific methods other than the report of survey are available to responsible individuals to obtain relief from responsibility does not preclude any commander from directing that the responsibility for the loss, damage, or destruction of any property be determined by a report of survey. Reports of survey should not be used or required, however, when more economical and less formal means of adjustment are authorized.

**10.119.2.** Special procedures. When special forms and procedures are prescribed in the succeeding portions of this paragraph, they will be regarded as being authorized substitutes for reports of survey and will have equal validity when used as property accounting documents. When reference is made to a report of survey as a supporting property document in this section or in other instructions on this subject, such references will be regarded as applying equally to substitutes for reports of survey as authorized herein unless manifestly inappropriate. Procedures for accounting for lost, damaged, or destroyed property utilizing an inventory adjustment voucher are contained in chapter 6.

**10.119.3.** Unserviceability. Property which is physically on hand and is known to be unserviceable due to normal authorized usage, without apparent fault or neglect of any individual, may be classified by qualified technical inspectors, classification officers, or other individuals designated for the purpose, as being unserviceable through fair wear and tear in service and disposed of accordingly.

**10.119.3.1.** In those instances where property is determined by technical inspection or other means to be unserviceable or irreparable through causes other than fair wear and tear, a report of survey, statement of charges, report of collection, or other authorized action will be initiated in accordance with the provisions contained herein.

**10.119.3.2.** In the absence of specific instructions by proper authority to the contrary, unserviceable property will be turned in to the supply activity from which replenishment would normally be obtained. Base supply activities, are charged with the responsibility of receiving unserviceable property and determining the cause, whether by rainwear and tear or otherwise, and to make subsequent disposition of such property. This does not preclude other qualified individuals or activities from tagging such property as prescribed in this section or other applicable directives, or from furnishing technical assistance for such purposes. DD Form 1150, Request for Issue or Turn-In will show cause of unserviceability, and survey or other action taken as required below. Authorized exceptions to such normal turn-in procedure are as follows:

**10.119.3.2.1.** Where survey action provides for destruction of the property or other authorized variation from the normal property turn-in procedure, the property will be disposed of in accordance with the requirements of the report of survey as approved by the base commander.

**10.119.3.2.2.** Where the base supply activity has determined that the cause of unserviceability is fair wear and tear and classifies the property as obvious salvage or scrap, it may be turned in directly to the defense reutilization and marketing office (DRMO) activity or other authorized disposal agency upon clearance by the base supply officer.

**10.119.3.2.3.** Buildings and structures deteriorated or damaged will be disposed of according to AFR 87-4. Reports of survey will be initiated on buildings and structures only in instances where preliminary investigation indicates that an individual(s) may be liable for such loss or damage.

**10.119.4.** Stock record account. Operational and accounting losses in supply activities will be handled as follows:

**10.119.4.1.** A stock record account listing property which cannot be located by a physical inventory and which is actually missing due to operational losses or undiscoverable posting errors may be adjusted by means of an inventory adjustment according to chapter 6, or when medical items are involved, according to volume 5, chapter 18.

**10.119.4.2.** If an approving authority takes exception to any or all of the entries on an inventory adjustment voucher, a DD Form 200, **Financial Liability Investigation of Property Loss**, will be initiated and processed according to AFR 177-111 as referenced below.

**10.119.5.** Subsistence losses. The procedures governing losses within commissary subsistence accounts are contained in AFR 145-1.

**10.119.6.** Loss or damage for which liability is not admitted will be handled as follows:

**10.119.6.1.** When loss, damage, or destruction of property occurs, the individual having responsibility for the item or items will be interviewed by his accountable officer or commander who will ask for, but not demand, a voluntary acceptance of liability. Individuals who accept such liability will make payment to the accounting and finance office. DD Form 1131, Cash Collection Voucher, will be prepared by the responsible officer or accountable officer who will furnish the individual with the original and four copies of the DD Form 1131. The individual will pay the accounting and finance office the amount shown on the DD Form 1131. (See below for preparation and routing.)

**10.119.6.2.** DD Form 200 will be initiated in cases where an individual declines liability and there is preliminary evidence of gross negligence, willful misconduct, or deliberate unauthorized use of public property. In addition, DD Form 200 is mandatory in all cases for the following categories of property:

**10.119.6.2.1.** Complete vehicles.

**10.119.6.2.2.** Controlled items as defined in volume 5, chapter 14.

**10.119.6.2.3.** All types of weapons, ammunition, and pyrotechnics.

**10.119.6.2.4.** Individual items of clothing which are required within the monetary allowance system and constitute a part of the clothing sales store inventory.

**10.119.6.2.5.** Items having a security classification.

**10.119.7.** Loss or damage or when liability is admitted will be handled as follows:

**10.119.7.1.** When loss, damage, or destruction of property occurs, the individual having responsibility for the item or items will be interviewed by his supply officer or commander who will ask for, but not demand, a voluntary acceptance of liability. Individuals who accept such liability may make payment in cash. Payment will be recorded on DD Form 1131, prepared by the responsible officer or the unit supply officer. The form will contain the statement: "Use in lieu of report of survey per AFMAN23-110." The responsible officer, or unit supply officer, will furnish the individual with a receipted copy of the DD Form 1131 and will deposit the amount indicated on the DD Form 1131 with the accounting and finance officer. The DD Form 1131 will be submitted to the accounting and finance officer in original and three copies. One copy will be receipted by the accounting and finance officer and returned to the unit supply officer for retention in the organization file.

**10.119.7.2.** When liability is accepted but cash payment is not forthcoming, a DD Form 362, Statement of Charge for Government Property Lost, Damaged or Destroyed, will be prepared. By signing the form, an airman or civilian employee may indicate his or her consent to a deduction from pay, in an amount equal to the actual value of the property, just prior to loss or destruction. The original DD Form 362 will be utilized to effect credit entry on the property records. If an officer or warrant officer accepts liability but does not offer cash payment, he or she may execute a DD Form 114, Military Pay Order, authorizing a deduction from pay.

**10.119.7.3.** If an individual accepts liability and preliminary investigation reveals positive evidence of gross negligence, willful misconduct, or deliberate unauthorized use of public property in question, a DD Form 200

will be initiated in accordance with AFR 177-111. Approved DD Form 200 will serve the accountable office as the authority for inventory adjustment.

**10.119.8.** Damaged aircraft will be accounted for as follows:

**10.119.8.1.** Aircraft damaged incident to authorized flight, take off, landing, taxiing, or ground handling by the pilot, copilot, or authorized ground personnel or damaged or lost by fire or acts of God, will not require reports of survey to determine responsibility for the damage since such property is considered unserviceable due to fair wear and tear in service. The aircraft will be dropped from property records by a termination message specified in AFR

**10.119.8.2.** A DD Form 200 will be initiated and processed for aircraft damaged beyond economical repair, abandoned, or destroyed under circumstances not incident to authorized operations (AFR 177-111).

**10.119.8.3.** A DD Form 200 will be initiated for aircraft when partially damaged but unserviceable under circumstances not incident to authorized operations. Such reports of survey will be processed in the normal manner (AFR 177-111).

**10.119.8.4.** A DD Form 200 will not be prepared for the items listed on AF Form 2691, Aircraft/Missile Equipment Property Record, as installed on air-craft (not applicable to ANG Aircraft) when total loss of the AF Form 2691 equipment is attributable to the total loss of the aircraft involved and when total loss was due to circumstances incident to authorized operations (AFR 177-111). The AF Form 2691 will be closed out by:

**10.119.8.4.1.** Annotating the AF Form 2691, Installed Items with the cite number of the termination message dropping the complete aircraft.

**10.119.8.4.2.** Annotating the AF Form 2691, In 2691 Storage, items with the cite number of the termination message or document number of all turn-in documents accompanying the property upon turn-in.

**10.119.9.** When articles of individual clothing and/or equipment become infected by reason of contagious disease and are destroyed as recommended by a medical officer, such articles may be dropped from property records when listed on a document bearing a certificate naming the medical officer and being the signature of the unit commander. In making the list of articles, unit support equipment, unit mission equipment, and individual clothing and equipment will be listed on separate DD Forms 1150.

**10.119.10.** Public animals which die or are destroyed may be dropped from property records by means of the certificate of affidavit prescribed herein, when approved by the commander.

**10.119.10.1.** Whenever a public animal dies from any cause or has been destroyed as authorized, a certificate attesting to the death or destruction of the animal will be signed by a veterinary officer, if one is available, or if one is not available, by a civilian veterinarian. When no veterinarian is available the certificate will be signed by a military officer not interested in the property records affected. When none of the aforementioned individuals are available, any disinterested person having knowledge of the facts may sign the certificate, except if such person be a civilian the attestation will be in the form of an affidavit. If the individual attesting to the death or destruction or witnessing same is qualified to determine the cause of such death or destruction, this information will be included in the certificate of affidavit.

**10.119.10.2.** Documents attesting to the death or destruction of public animals will be submitted to the base commander for approval. When the commander believes there is a question of fault or neglect, he will decline to approve the certificate or affidavit and will direct that a DD Form 200 be initiated.

**10.119.11.** Losses in government or contract laundries will be processed as follows:

**10.119.11.1.** Articles of government and private property lost, damaged, or destroyed while in the possession of government laundries and dry cleaning plants or commercial establishments performing under government contract, will be replaced or otherwise accounted for in the manner outlined in AFR 148-1. At the end of each quarter, bases will report the amount and value of such losses to the major command concerned for review and appropriate action.

**10.119.12.** Loss or theft of government property will be reported as prescribed herein.

**10.119.12.1.** Unit supply officers will maintain a list of ammunition possessed by the unit by caliber and lot number and a list of firearms by serial number and description.

**10.119.12.2.** When theft or other unlawful disposition of firearms or ammunition (including chemical) is discovered at any AF activity, a report of such theft or unlawful disposition will be made to the local provost marshal immediately. This report will include detailed information regarding any attempts made to recover the item and will show complete description and serial number, if known, of the missing article. Reported losses of ammunition will also include information as to lot number, quantity, and caliber.

**10.119.12.3.** When theft or wrongful disposition of government property other than firearms and ammunition is discovered and the property possesses specific characteristics and/or serial number by which it can be identified, it will be reported in the same manner as outlined above. Property which does not possess specific characteristics and/or serial numbers for identification and could not therefore be identified if recovered, petty thefts of items of little value, or losses which do not appear to have been due to theft or other wrongful disposition, will not be reported.

**10.119.13.** Abandoned or destroyed property.

**10.119.13.1.** When due to military action, inaccessible location, consideration of health, safety, or expense, or difficulty of care and handling, it becomes necessary that military property be abandoned or destroyed, a finding to abandon or destroy will be made in writing, utilizing DD Form 1348-1, DOD Single Line Item Release/Receipt Document, (Remarks block) or DD Form 1150 by the authorized official appointed by the commander of the holding activity and submitted to the base or detachment commander, or the reviewing authority appointed by the base commander, for approval (DOD 4160.21M). In the event the written finding is not made or the use of the finding as a property document is disapproved, a DD Form 200 will be prepared and processed.

**10.119.13.2.** Items lost or abandoned in flight may be terminated from property accountability in the same manner as provided above. In the event the written finding is not made or when made is disapproved for use as property document, a DD Form 200 will be prepared and processed. Responsibility for property installed in aircraft which is lost or abandoned in flight may be terminated accordingly.

**10.119.13.3.** Non-AF Form 2691 items lost in aircraft accidents may be dropped from record accountability. A list of these items proposed to be dropped from accountability will be attached either to a copy of the termination message or to the responsible person's certification and after personal certification of the commander will be forwarded to the accountable officer for proper processing of inventory adjustment transactions.

**10.119.14.** Disposition of property determined to be unsafe for further use of storage due to age will be as follows:



**10.119.14.1.** Supplies of a technical nature such as ammunition, chemicals, etc., will be disposed of in accordance with existing procedures. Disposition instructions for medical materiel items, including unserviceable and harmful drugs, biologicals, and narcotics are outlined in volume 5, chapter 20.

**10.119.14.2.** A DD Form 1150 will be used as document to drop the items from the stock record account. In the case of ammunition and explosives, the following information will be included on the DD Form 1150 and will be certified to by the base supply officer:

**10.119.14.2.1.** Citation of the regulation or other approval document authorizing the disposition of the property.

**10.119.14.2.2.** Reference to records or data by which the property may be identified positively as pertaining to a designated lot, or as having been procured prior to a date specified in the regulation or other authority cited.

**10.119.15.** Disassembled or cannibalized major items, kits or assemblies will be accounted for as follows:

**10.119.15.1.** When a major item (except aircraft), kit, or assembly is disassembled or cannibalized according to proper USAF authority, adjustment of property records will be made through the use of inventory adjustment vouchers or turn-in documents prescribed in this manual, without resort to reports of survey. This paragraph will not be construed to waive the normal requirement for a report of survey to investigate the circumstances causing an item to be placed in a condition through fault or neglect that requires it to be disassembled or cannibalized.

**10.119.16.** Loss, damage, or destruction of government property in possession of contractors and carried under military suspense accounting will be processed as follows:

**10.119.16.1.** When government property is lost, damaged, or destroyed while in the possession of a contractor incident to services contracts awarded to cover such services as laundering, housing, stevedoring, employment of longshoremen, repair and return of items, etc., DD Form 1150 will be prepared to establish circumstances under which such loss damage or destruction occurred. These procedures may apply to other type contracts administered locally, wherein the government property involved is controlled as a suspense item in the military account from which shipped.

**10.119.16.2.** DD Form 1150 will be prepared by the officer responsible for the property or by such other individual having a primary interest in the property involved. The contractor's name, address, and pertinent contract number will be set forth in the statement of circumstances on the face of the form. The original and two copies of the form will be forwarded immediately to the contracting officer for action. One copy marked, "Information Copy," will be forwarded to the military account maintaining suspense control of the property.

**10.119.16.3.** The contracting officer will record his findings of fact (written advice) on the reverse of the DD Form 1160, or by exhibit thereto, upon completion of investigation, and will state whether or not the contractor is liable under the terms of the contract and what adjustment has been made. He will return one completed copy of the DD Form 1150 with any exhibits to the accountable officer in whose property account suspense control has been maintained. This copy will be the valid credit document to such account.

**10.119.17.** Losses and damage sustained under combat conditions may be processed as follows:

**10.119.17.1.** Responsibility for any property lost, damaged, or destroyed during combat operations may be terminated upon accomplishment and approval by the commander of a DD Form 1150, describing the property and bearing the following certificate accomplished by the responsible officer or person:

Certificate

Loss or damage of above article is due to combat operations.

---

(Unit supply officer, or other responsible officer or individual.)

Approved-Disapproved

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(Commander or his designee)

**10.119.17.2.** Use of this form for termination of property responsibility will be at the discretion of the USAF theater commander.

**10.119.18.** Unserviceable (reparable) property that has been surveyed will be disposed of as follows:

**10.119.18.1.** Damaged property will not be disposed of nor will unserviceable (reparable) property be repaired until it has been determined by the surveying officer that is no longer needed for investigative purposes. The methods for disposing of unserviceable (reparable) property contained in this section are provided for the guidance of all concerned. These instructions do not apply to property damaged incident to shipment. Such property will be disposed of as provided in AFRs 75-1, and 177-111 and AFM 75-2.

**10.119.18.1.1.** Articles which are considered to be still fit for the service or which may be repaired locally and are worth the cost of repair will be continued in the service.

**10.119.18.1.2.** Property which should not be continued in service but is considered to be unserviceable (reparable) will be turned in to the appropriate supply officer for determination of disposition (volume 2, part 1, chapter 7).

**10.119.18.1.3.** Articles which are damaged or otherwise rendered unserviceable beyond the prospect of economical repair, but the component parts of which are worth reclamation, will be turned over to the appropriate supply officer or other officer charged with the responsibility for disposition of unserviceable property in accordance with current directives.

**10.119.18.1.4.** Unserviceable articles which have no salable value as such, but have a usable or salable value as waste, scrap, or junk, will be turned over to the DRMO activity or to the appropriate disposal officer (volume 6). Such articles will be mutilated to the extent required to prevent unauthorized use prior to being turned over for disposition.

**10.119.18.1.5.** Property in the following categories will be destroyed:

**10.119.18.1.5.1.** Clothing infected with contagious disease.

**10.119.18.1.5.2.** Stores so deteriorated or defective as to endanger health or other stores.

**10.119.18.1.5.3.** Unserviceable articles which have no usable or salable value as specific items or as waste or junk.

**10.119.18.1.6.** Property of the types as follows will be disposed of by special procedures as indicated.

**10.119.18.1.6.1.** Explosives and ammunition will be disposed of in accordance with technical orders published by Ogden ALC after processing as prescribed in chapter 20.

**10.119.18.1.6.2.** Incendiaries, poison and corrosive products, and other hazardous chemicals peculiar to research and development, will be disposed of under regulations prescribed by the Director of Research and Development, DCS/Development.

**10.119.18.1.6.3.** Drugs, biologicals, and other medical items will be disposed of in accordance with volume 5, chapter 20, or by other directives issued by the Surgeon General, USAF.

**10.119.18.1.6.4.** When due to military action, inaccessible location, considerations of health or safety or expense or difficulty of care and handling the abandonment of military property is considered necessary or desirable, such abandonment may be recommended and approved.

**10.119.19.** Property recovered after having been dropped from record as lost by authority of an approved report of survey will be placed in property accountability records, where required, by means of a DD Form 1150 as "Found on base" according to procedures in volume 2, part 1. The report of survey will not be canceled; however, the document control numbers of the DD Form 1150 and the report of survey will be cross-referenced. In the event an individual is held pecuniarily liable for a lost item which is subsequently found, the individual will be relieved of such liability.

#### **10.120. Initiating, Preparing And Processing DD Form 200, Report Of Survey.**

**10.120.1.** Detailed procedures for the initiation, preparation and processing of DD Form 200 are contained in AFR 177-111. Included in such procedures are instructions relative to special conditions which encompass, but are not limited to:

**10.120.1.1.** Processing reports of survey involving individuals carried on the rolls of a unit but not present.

**10.120.1.2.** Processing reports of survey listing property lost or damaged while on a government vessel when such loss or damage is covered in an investigation report of the vessel and a voucher to the property account is required to explain the absence of the property.

**10.120.1.3.** Processing reports of survey listing classified equipment or restricted data items.

**10.121. Discrepancies Incident To Shipment Of Property By Common Or Contract Carrier.** Detailed procedures for reporting and processing freight loss and damage are prescribed in AFRs 75-1 and 177-111 and AFM 75-2. Instructions for the initiation, preparation and processing of SF 361, Discrepancy in Shipment Report, are included therein.

**10.122. Discrepancies Resulting From Improper Preservation-Packaging, Packing, And Marking.** Upon receipt of a shipment improperly preserved, packaged, packed, and/or marked an SF 364 Report of Discrepancy, will be issued against the shipper and distributed in accordance with the requirements of AFR 400-54.

#### **10.123. Preparation Of DD Form 1131, Cash Collection Voucher.**

**10.123.1.** A DD Form 1131 will be prepared in original and four copies by the responsible/accountable officer in the following manner: Where the words "leave blank" are inserted, these blocks will be completed by the accounting and finance office.

**10.123.1.1.** Disbursing office collection voucher number - Leave blank.

**10.123.1.2.** Receiving office collection voucher number - Leave blank.

**10.123.1.3.** Receiving office block - Leave blank.

**10.123.1.4.** Disbursing office block - Leave blank.

**10.123.1.5.** Period from \_\_\_\_ to \_\_\_\_ - Enter the month in which payment is to be made.

**10.123.1.6.** Date received - Leave blank.

**10.123.1.7.** Name of remitter - Description of remittance - Enter name, grade and social security account number of the individual responsible for the loss, damage, or destruction of property involved. Indicate description of remittance; that is, check, cash, money order.

**10.123.1.8.** Detailed description of purpose for collection - Enter the correct quantity stock number, and complete description of the article lost, damaged, or destroyed. The unit cost of the item in current stock lists will be shown and, when applicable. Depreciation computed in accordance with AFR 177-111 will be shown.

**10.123.1.9.** Amount - Enter the total cost of the individual article listed.

**10.123.1.10.** Accounting classification - Obtain from the local accounting office.

**10.123.1.11.** Total - Enter the total amount to be remitted.

**10.123.1.12.** Body of form - Enter "Used in lieu of a Report of Survey." Also, indicate type of equipment.

**10.123.2.** Routing of DD Form 1131. Bases operating under SBSS will process DD Form 1131 as outlined in volume 2, part 2, chapter 15, section 15C.

**10.123.2.1.** After the responsible/accountable officer has completed preparation of the DD Form 1131, the original and four copies will be taken to the accounting and finance office by the person/persons held liable.

**10.123.2.1.1.** The responsible/accountable officer will establish a suspense file pending completion of the transaction.

**10.123.2.2.** Upon receipt of payment, the accounting and finance office will provide the person making payment two receipted copies of DD Form 1131.

**10.123.2.2.1.** One copy will be returned to the responsible/accountable officer as a supporting document to accompany any inventory adjustment document, dear the suspense file, post the appropriate AF Form 36, Supply Document Register (Manual), and AF Form 2009-1, Manual Supply Accounting Record.

**10.123.2.2.2.** The other copy is retained by the payer as his proof of payment.

**10.123.2.2.3.** The original and two copies will be disposed of in accordance with accounting and finance office procedures.

**10.124. Unused.**

**10.125. Unused.**

**10.126. Unused.**

**10.127. Unused.**

**10.128. Unused.**

**10.129. Unused.**

## SECTION 10J-- WARRANTY MANAGEMENT.

**10.130. Purpose.** This section provides guidelines and procedures and establishes responsibilities for determining if a warranty clause is appropriate as a part of a procurement instrument, the type of warranty clause to be included, and the actions applicable when a warranted item becomes defective.

**10.131. Application.** These procedures are only applicable to centrally procured items managed by the Air Force. They do not apply to items listed in TO 36-142 (vehicles) or to base procurement type items (local purchase). Procedures governing service-life guarantee tubes are covered in this section.

### 10.132. Kinds Of Warranties.

**10.132.1.** Five basic warranties are available for procurement application. A synopsis of these are as follows:

**10.132.1.1.** Reliability improvement warranty (RIW) (formerly referred to as failure free warranty) is being used on a trial basis in DOD -- An RIW is defined as a provision in either a fixed price acquisition or a fixed price equipment overhaul contract in which, for a fixed additional price:

**10.132.1.1.1.** The contractor agrees that during a specified or measured period of use, he will repair or replace (within a specified turnaround time) all equipment that fails (subject to specified exclusions if applicable); and,

**10.132.1.1.2.** The contractor is provided with the monetary incentive, throughout the period of the warranty, to enhance the production design and engineering of the equipment so as to improve the field/operational reliability and maintainability of the system/equipment thus reducing the required number of repairs.

**10.132.1.2.** Correction of deficiencies clause - Under this type of warranty the contractor agrees to correct any design, material, or workmanship deficiencies which result in the specific item performing below specification and contractual requirements. Such clauses in AFSC's weapon systems and government furnished aerospace equipment contracts usually apply to spare parts, aerospace ground equipment and any other supplies included in the contract.

**10.132.1.3.** Supply warranty - Under this warranty the contractor is responsible to replace or rework contract items if defects or nonconformance in design (if applicable), material or workmanship are found prior to the expiration of a specified period of time or before the occurrence of a specific event. Normally, there should be no significant increase in item price for this kind of warranty. It should be quite feasible to make a positive determination that a defect existed at the time of acceptance if it is found when the item is drawn from supply for initial use. It will be much more difficult to determine that the defect existed at the time of original acceptance if the item has been installed and operating for some appreciable period of service and is then found defective.

**10.132.1.4.** Service warranty - Under such a warranty, the contractor agrees to correct defective services providing defects or nonconformance in design (if applicable) and workmanship are found prior to the expiration of a specified period of time or before the occurrence of a specific event.

**10.132.1.5.** Commercial warranties - These are similar to supply and services warranties except contractor determines responsibility.

**10.132.2.** In making the determination as to the kind of warranty to be included in a contract, care must be exercised to insure that the kind of warranty selected is compatible with the item under consideration. For example, a warranty specifying so many operating hours for aircraft tires or landing gears would be meaningless, but one specifying a specific number of landings would be appropriate. Items for which warranties are expressed in operating hours or numbers of events must have some way to measure these occurrences. This will normally

require the inclusion of an elapsed time indicator or an event counter. Care must be exercised to insure that the warranty provisions are enforceable.

**10.132.3.** When impractical to return an item for correction or replacement because of the nature of its use or the cost of preparation for return (that is, where operating equipment installed in an end item needs only a correction or adjustment but removal would require substantial expense), consideration should be given to including a clause which would provide that the Government may correct or require the contractor to correct the article in place at its location, at the contractor's expense.

**10.132.4.** The use of stereotyped phraseology is discouraged. Each clause must be tailored to the individual item and should precisely state the terms required. When determined that a warranty for the entire item is not available, but a warranty is required for a particular aspect of the item, (that is, installation, components, accessories, parts subassemblies and/or preservation, packaging, packing) this should be so stated in the warranty clause.

**10.133. Selection Of Items To Be Warranted.**

**10.133.1.** AFLC funded procurements:

**10.133.1.1.** Prior to the initiation/release of purchase request/military interdepartmental purchase request (PR/MIPR), the system program manager/item manager (SPM/IM) will, with the assistance of the applicable organizations listed herein, determine if a warranty clause should be included and the kind of warranty desired.

**10.133.1.1.1.** Engineering division.

**10.133.1.1.2.** Engineering and reliability branch.

**10.133.1.1.3.** Directorate of procurement and production.

**10.133.1.2.** For AFLC funded procurements the item management division is the office of primary responsibility (OPR) for making the decision to request inclusion of a warranty clause in a procurement instrument. Other contributing organizations will be considered as offices of collateral responsibility (OCR). In the event of a disagreement between contributing offices, the IM division will make the final decision.

**10.133.2.** For AFSC funded procurements, the buying office is responsible for the final decision to include or exclude a warranty clause.

**10.133.3.** When determining if the inclusion of a warranty clause is appropriate, the following conditions (as prescribed by FAR 46.7 are to be considered):

**10.133.3.1.** Nature of the item and its end use.

**10.133.3.2.** Cost of the warranty and degree of price competition as it may affect this cost.

**10.133.3.3.** Criticalness of achieving performance capabilities within design and reliability specifications.

**10.133.3.4.** Cost of correction or replacement, either by the contractor or another source, in the absence of a warranty.

**10.133.3.5.** Administrative cost and difficulty of enforcing the warranty.

**10.133.3.6.** Ability to take advantage of the warranty, as affected by storage time, distance of the using agency from the source, or other factors.

**10.133.3.7.** Effectiveness of the warranty as a deterrent against furnishing of defective or nonconforming supplies.

**10.133.3.8.** The extent to which Government acceptance is to be based upon contractor inspection or quality control.

**10.133.3.9.** Whether or not the Government inspection system will provide adequate protection without a warranty.

**10.133.3.10.** Whether the contractor's present quality assurance program is sufficiently reliable to provide adequate protection without a warranty, or, if not, whether a warranty would cause the contractor to institute an effective and reliable quality program.

**10.133.3.11.** Reliance on brand-name integrity.

**10.133.3.12.** Whether a warranty is regularly given for a commercial component of a more complex end item.

**10.133.3.13.** Criticalness of item for protection of personnel, that is, safety in flight.

**10.133.3.14.** Stage of development of the item and the state of the art.

**10.133.3.15.** Customary trade practices.

**10.133.4.** In addition to the condition cited in the preceding paragraph, the following should be considered:

**10.133.4.1.** Recoverable items for which field level repair is authorized should be carefully reviewed to ensure the costs and other factors will not be prohibitive.

**10.133.4.2.** The use of warranty clauses is encouraged for items involved in a product improvement program when such a clause would provide additional incentive to the contractor.

**10.133.4.3.** Items having a restrictive shelf-life (particularly a short shelf-life) are not normally candidates for coverage by a warranty clause, since the issue policy on shelf life items is "first in, first out." Assignment of a warranty clause to shelf-life items will be governed by the activity or issue rate of the item involved. However, care must be exercised to ensure that the current application of shelf-life management and warranty management to the same item would not result in conflicting objectives.

**10.133.4.4.** To permit ready identification, selected items must be capable of being appropriately marked or labeled.

**10.133.5.** As a matter of policy, items selected to be warranted will normally be warranted on all future procurements, except for RIW applications. Advance approval by HQ USAF is required prior to application of RIW to overhaul contracts or continuation of RIW coverage beyond the initial warranty. The request for approval will be submitted to the appropriate Air Staff project officer. The project officer will coordinate the request with all Air Staff offices concerned including the OPR for RIW (AF/RDCS). Any provisions for RIW coverage beyond the initial warranty period must be in compliance with all statutes, regulations and procedural guidelines.

**10.133.6.** When the decision has been made that a warranty clause is to be included in a contract, the IM/SPM will complete AFLC, Form 618, Warranty Clause Application. The completed form will be forwarded attached to the PR/MIPR. Instructions for completing the AFLC Form 618 are as follows:

**10.133.6.1.** Block 1: Enter national stock number (NSN); noncataloged or nonsignificant (NC or ND) number of the item.

**10.133.6.2.** Blocks 2, 3, and 4: Self-explanatory.

**10.133.6.3.** Block 5: Enter the type of warranty required as defined in paragraph 10.132.1.

**10.133.6.4.** Block 6a: Enter the duration of the warranty desired, such as number of operating hours, months or days after delivery or installation, etc.

**10.133.6.5.** Block 6b: Specify the time period from date of failure to the date of notification to the contractor by the procurement contracting officer (PCO). This time should be of sufficient length to provide for normal communications from user to IM/SM to PCO to contractor.

**10.133.6.6.** Block 7: Self-explanatory.

**10.133.6.7.** Block 8: Completion of this block involves the consideration of all possible factors of administrative costs and any previous experience in the enforcement of warranties on identical or similar items. It may be necessary to make a decision based on judgment only that a warranty benefit would exceed administrative and enforcement costs, since experience data may not be available. A decision that benefits would exceed costs made purely on judgment should be utilized only on the initial submission. Actual experience should be used thereafter.

**10.133.6.8.** Block 9: This block will be utilized for justification of the warranty requirement, and will include applicable information as to what type of satisfaction is desired in case of failure, such a. location of repair, complete replacement, etc. For RIW applications, equipment utilization information will be annotated. This information will describe the environment that the equipment will operate in (that is, aircraft mission, design, series, number of bases, foreign military sales applicability, etc.) and its anticipated utilization rate (that is, operating/flying hours per month).

#### **10.134. Processing Defective Warranted Items.**

**10.134.1.** Base supply/base support activities will:

**10.134.1.1.** Receive from maintenance the defective item with an AFTO Form 850, Repairable Item Processing Tag, when the item becomes defective prior to the expiration date of the time/usage period covered by the warranty.

**10.134.1.2.** Warranted items which are subject to reporting of quality deficiency data and SF368, Quality Deficiency Report, will be reported according to procedures in TO 00-35D-54 and processed according to procedures outlined below, as applicable.

**10.134.1.3.** If the defective item is authorized for field level repair, determine whether the item should be repaired or if disposition should be requested from the SPM/IM. If the item is mission essential and in critical short supply and non-availability will adversely affect the mission capability of the activity concerned, the item should be repaired locally and returned to service. On those defective warranted items which are not turned in to supply but are repaired on site, maintenance will notify supply of their decision to repair. Base supply, in turn, will advise the SPM/IM by message including the information below that the item was repaired and returned to service.

**10.134.1.4.** The RIW items will not be repaired locally, except in such cases where the warranty identification tags and/or equipment technical order specifies that such repair is authorized. Procedures for RIW items are contained below.



**10.134.1.5.** On items for which disposition instructions are required, attach a DD Form 1575, Suspended Tag - Materiel, 1575-1, Suspended Label-Materiel, to the item to identify the item as an exhibit with condition code "Q."

**10.134.1.6.** Notify the applicable SPM/ IM (TO 00-25-115 or part 2, chapter 2) by message of the defective item furnishing the NSN, contract number, and all data available regarding the defect and request disposition instructions.

**10.134.1.7.** Make disposition of the item according to SPM/IM instructions.

**10.134.2.** The SPM/IM, upon receipt of request for disposition instructions from a base supply or base support activity will:

**10.134.2.1.** Review the data received and advise:

**10.134.2.1.1.** The PCO if the warranty is to be exercised and the contract was awarded by the SPM/IM ALC.

**10.134.2.1.2.** The production management branch, directorate of procurement and production (PPLM) if the warranty is to be exercised and the contract was awarded by an activity other than the SPM/IM ALC.

**10.134.2.2.** Furnish disposition instructions or advice as to action being taken to the base supply or base support activity as soon as possible but not more than seven calendar days after receipt of request. On items being negotiated between the PCO/administrative contracting officer (ACO) and the contractor, this will represent an interim reply. Final reply should be forwarded within a maximum period of 30 days. If an undue delay precludes meeting the 30 day time period, furnish the base supply officer detailed information.

**10.134.2.3.** Furnish the ALC/materiel analysis branch (MMEA) an information copy of all reports and final disposition action for warranted items which pertain to quality deficiencies.

### **10.135. Service-Life Guarantee Tubes.**

**10.135.1.** Different family groups of tubes which have been purchased by the USAF under the provisions of specification MIL-E-IE which states that, "Service-life guarantee tubes sold under service-life guarantee shall be marked with the manufacturer's serial number, contract number, and the number of hours guaranteed." All high-powered/high-cost tubes carry a serial number; however, not all of these tubes carry service life warranties. The NSN IM will ensure that provisions for warranty, where applicable, are included in the contract and that tubes under warranty are readily marked for identification.

**10.135.2.** Tubes in federal supply group (FSG) 59 managed by DLA which do not meet service-life criteria will immediately be reported by the base supply officer, utilizing an administrative message, to the appropriate NSN/materiel management code (MMC) IM, or to the maintenance engineering manager 2750 ABW/ES. The following pertinent data will be furnished by the base supply officer, as appropriate:

**10.135.2.1.** Contractor's name and address and contract number indicated on the tube at time of manufacture or repair.

**10.135.2.2.** Number of filament, high voltage, and radiate operating hours for which the tube has been in service prior to failure. The operating hours will be taken from the metering device provided on the system or from other source records; such as, TO 00-20-8.

**10.135.2.3.** Stock number, noun, serial number, and the date of manufacture/repair of the tube.

**10.135.3.** The NSN/MMC IM or maintenance engineering manager, 2750 ABW/ES for DLA-supplied FSG 59 items, will:

**10.135.3.1.** Provide the information contained below to the appropriate procurement activity and request the PCO to conduct negotiations with the contractor for the return, repair, or replacement of defective tubes under warranty. In addition, the PCO will be requested to obtain from the contractor, a report as to cause of failure of defective tube in all cases and whether accepted or not as a war-rutty failure. The report should include:

**10.135.3.1.1.** Test/autopsy findings.

**10.135.3.1.2.** Considered opinion as to cause of failure.

**10.135.3.1.3.** A statement as to "Tube accepted as warranty failure" or "Warranty declined."

**10.135.3.2.** Provide the contractor, through the PCO, complete shipping instructions for replacement tubes, as applicable.

**10.135.3.3.** Furnish the applicable base supply officer information when a claim has been adjusted or rejected and, if rejected, the reason why.

**10.135.3.4.** Furnish the base supply officer disposition and/or shipping instructions applicable to the defective tube with in a maximum period of 30 days.

**10.135.3.5.** Furnish the base supply officer detailed information when undue delay precludes meeting the 30-day time period.

**10.135.3.6.** Furnish the ALC/MMEA component an information copy of all reports and final disposition action for warranted items which pertain to quality control deficiencies.

**10.135.4.** The base supply officer will:

**10.135.4.1.** Requisition a replacement tube through normal supply channels, if required.

**10.135.4.2.** If a serviceable tube is removed from a system having a metering device, ensure that the hours the tube has operated are recorded on the serviceable parts tag. This is necessary so that the accumulative hours can be known when the tube is subsequently installed in another system, either at the base removing the tube or at another location which may receive the tube for installation.

**10.135.5.** There are some tubes purchased and used by AF activities which are covered by warranty other than that contained in specification MIL-E-1E. Such warranties must be used to the fullest extent. Supply procedures pertaining to warranty claims for these items are as follows:

**10.135.5.1.** Centrally procured Items, except DIA supplied FSG 59 items, will be reported to the NSN IM who, in turn, will conduct negotiations through the PCO with the manufacturer/vendor. DLA supplied FSG 59 items will be reported to the maintenance engineering manager, 2750 ABW/ES for the accomplishment of required negotiations with applicable DLA centers.

**10.135.5.2.** Locally procured items will be returned directly to the manufacturer/vendor by the AF activity involved. Shipments will be made through the base supply officer who will keep the necessary records to insure return of a serviceable item.

**10.135.6.** In-warranty failure tubes being held for disposition will be classified as condition code "L" suspended (litigation).

**10.136. Marking Of Items/Packages Containing Material With Unexpired Warranty.** When items having unexpired warranty are processed through packaging and preservation the warranty data available will be transferred to the new package and/or outer pack so that the information will be available to storage personnel, and the ultimate user for proper handling and issue.

**10.137. Reliability Improvement Warranty Procedures.**

**10.137.1.** The RIW items will be identified as project number 390, project nickname PACER WARRANT.

**10.137.2.** Special procedures for handling RIW items will be found in applicable equipment technical orders. Minimal directions will be contained on high visibility labels on each item as well as on the outside of the container in which the item is shipped.

**10.137.3.** Except for special procedures as contained in the equipment technical order RIW materiel will be handled under normal supply procedure.

**10.138. Unused.**

**10.139. Unused.**

**10.140. Unused.**

**10.141. Unused.**

**10.142. Unused.**

**10.143. Unused.**

**SECTION 10K-- EVASION AND ESCAPE CURRENCY PROCEDURES FOR SPECIAL ACCOUNTABLE OFFICERS.**

**10.144. Unused.**

**10.145. Unused.**

**10.146. Unused.**

**10.147. Unused.**

**10.148. Unused.**

**10.149. Unused.**

**10.150. Unused.**

**10.151. Unused.**

**10.152. Unused.**

**10.153. Unused.**

**10.154. Unused.**

**10.155. Unused.**

**10.156. Unused.**

**10.157. Unused.**

**10.158. Unused.**

**SECTION 10L-- ORGANIZATIONAL AND PROVISIONAL FLAGS, FLAGSTAFFS, GUIDONS, EMBLEMS, AND STREAMERS.**

**10.159. Scope.** The provisions of this section are applicable to all CONUS and overseas activities having a requirement for organizational and provisional flags, flagstuffs, guidons, emblems, decals or streamers. These processes are also outlined in AFR 67-125, Special Measurement Clothing and Footwear, Orthopedic Footwear, Guidons, Streamers, and Flags.

**NOTE:** AFR 67-125 is scheduled to be converted to AFJI 23-211. Additional information on Remarks Type Requisitions may be found in the current Air Force Materiel Command (AFMC) Controlled Multiple Address Letter (CMAL), same subject. CMALs are issued by HSC/YAGS (AFCTO), 2800 South 20th Street, Philadelphia PA 19145-5099 and cannot be obtained through publications distribution channels.

**10.160. Requisitioning.**

**10.160.1.** Flag, Organizational, USAF, NSN 8345-01-136-7701, 3' x 4' size.

**10.160.1.1.** Requisitions for the flag and required embroidery services will be submitted by the Chief of Supply to HSC/YAGS (AFCTO), 2800 South 20th Street, Philadelphia PA 19145-5099, on Military Standard Requisitioning and Issue Procedures (MILSTRIP) DD Form 1348, DOD Single Line Item Requisition System Document (Manual).

**10.160.1.2.** A full scale Institute of Heraldry approved drawing (current copy) of the emblem design (shield), showing present motto, or if the organization has no motto, the present organizational designation to be lettered on the scroll, must accompany the DD Form 1348 requisition for the organizational flag. It is recommended that the organizational flag drawing be annotated with the requisition number, as occasionally the drawing and requisition become separated.

**10.160.1.3.** According to AFR 900-3, Air Force organizations not having an approved organizational flag emblem design will forward a written request to HQ AFHRA/RS, 600 Chennault Circle, Maxwell AFB AL 36112-6414, to obtain design approval and/or Institute of Heraldry drawing prior to submission of DD Form 1348 to HSC/ YAGS (AFCTO). Only DPSC-FOTE will embroider the approved emblem designs (shield and scroll) on organizational flags.

**10.160.1.4.** Changing the organizational name that appears on the scroll may sometimes be accomplished, with substantial cost savings, by modifying the current flag. Submit a requisition to HSC/YAGS (AFCTO) for the above cited national stock number (NSN). In the remarks section of the DD Form 1348 indicate the organizational name on the scroll that should be removed and provide the new organizational name to be placed on the scroll. The existing organizational flag and a copy of the approved full scale drawing will be forwarded with the requisition. Existing billing procedures will be used to bill for the work. An estimated 30 work days will be required to change the scroll. The ability to change the scroll more than once will be determined by the flag production shop on a case-by-case basis.

**10.160.1.5.** Requests for status of requisitions should be directed to HSC/YAGS (AFCTO) by message, mail, or telephone (DSN 444-3859).

**10.160.2.** Flag, Provisional, USAF, NSN 8345-01-134-1020, 3' x 4' size. Air Force organizations not having an approved organizational emblem are authorized the provisional flag according to AFR 900-3. The provisional flag is a stocked item which may be obtained from DPSC/S9T under normal MILSTRIP requisitioning procedures. Organizations which have obtained approval of their emblem will not requisition a provisional flag.

**10.160.3.** Flag, Ceremonial, USAF, NSN 8345-01-134-1021, 4'4" x 5'6" size. Allowances for AF Ceremonial Flag are contained in TA 006. This flag is a stocked item which is obtained from DPSC/S9T under normal MILSTRIP requisitioning procedures.

**10.160.4.** Guidons. Air Force organizations will obtain guidons through normal requisitioning channels. Local procurement or local manufacturing to apply the letters to guidons is not authorized. Requisitions with document identifiers "A0E" or "A05" will be in MILSTRIP format and mailed to HSC/YAGS (AFCTO) or sent facsimile to DSN 444-3986 or Commercial 215-737-3986. Annotate the remarks section of DD Form 1348 with the parent unit above the eagle, squadron below the eagle for embroidery purposes.

**10.160.5.** Air Force Streamers. The DOD supply system does not maintain stock of these streamers. To obtain AF streamers mail or send via facsimile the DD Form 1348 (Manual) requisitions to HSC/YAGS (AFCTO), DSN 444-3986, Commercial 215-737-3986. The remarks section of the requisition will indicate the appropriate inscription if embroidery is required, that is, name and/or date of campaign as indicated in AFR 900-3. Streamers authorized without embroidery are listed in AFMC current CMAL. Annotate in the remarks section of the requisition "No Embroidery Required" if streamer is desired without embroidery. Bases requiring blank Air Force Outstanding Unit Award streamers for use in award ceremonies, prior to receipt of the embroidered streamer, may obtain a blank streamer on a loan basis from HSC/YAGS (AFCTO), telephone DSN 444-3859. The Air Force Outstanding Unit Award Streamer is not authorized for requisitioning without embroidery.

**10.160.6.** Emblems and Decals. Forward requests for organizational emblems, authorized according to AFR 900-3, through normal supply channels. Procure organization decals from commercial sources or from AFMC industrial fund printing plants.

**10.160.7.** Flagstuffs. Air Force organizations will requisition flagstuffs as a separate line item through normal supply requisitioning procedures.

**10.160.8.** Local procurement or local manufacture of Air Force organizational flags, guidons, and streamers is not authorized.

## **10.161. Flags of Foreign Nations.**

**10.161.1.** Authorization for foreign nation flag requirements.

**10.161.1.1.** Foreign nation flags may be issued to bases training foreign students, applicable flags for representation of each nation with students in training may be acquired. Flags will not be acquired for decorative purposes.

**10.161.1.2.** An additional flag, suitable to cover a casket, may be issued for foreign student funerals. Foreign student funeral flags will be retained/stored by the base for future use. These flags will not be given to the deceased next of kin or their representatives.

**10.161.2.** Major command (MAJCOM) foreign nation flag requirements.

**10.161.2.1.** The Air Force Clothing and Textile Office, HSC/YAGS, issues an annual foreign nation flag requirement call in November of each calendar year to all MAJCOMs who in turn will obtain requirements from their respective bases. The call includes a list of current recognized foreign nation flags, requirements submission schedule, and appropriate general guidance.

**10.161.2.2.** MAJCOMs will provide following calendar year requirements to HSC/YAGS (AFCTO) by 15 January. RCS: MTC-LG(A&AR)9201, Requirements for Flags of Foreign Nations, applies. This report is

designated emergency status code D, immediately discontinue reporting data requirements during emergency conditions.

**10.161.2.3.** HSC/YAGS (AFCTO) will issue interim new or modified foreign flag requirement calls as required.

**10.162. Unused.**

**10.163. Unused.**

**10.164. Unused.**

**10.165. Unused.**

## **SECTION 10M-- PROJECTION OF CALENDAR TIME CHANGE ITEM REQUIREMENTS.**

**10.166. Purpose.** This section prescribes the method for submitting projected replacement requirements for selected calendar time change items, and provides management controls to insure that AFLC item managers (IMs) are adequately projecting logistic support requirements to satisfy AF wide needs with appropriate consideration of procurement lead time, Negative reports are not required.

**10.167. General.**

**10.167.1.** Calendar time change items will be listed in inspection and scheduled maintenance requirement - 6 series technical orders, (105), designated by weapon system or equipment: For example, TO 1A-7D-6, TO 21M-AGM69A-6, or TO 11KI-4-6. These -6 series technical orders will be used as a basis for determining items to be reported in compliance with this section.

**10.167.2.** Items listed in TO 00-20K series technical orders, inspection and age control of USAF equipment, are excluded from control under this section. Flying hour/equipment hour time change items are also excluded from control under this section. All items to be reported will be listed in TO 00-20-9.

**10.167.3.** The provisions of this section are applicable to the AFLC TM, ALC base support organizations, AF bases and requisitioning agencies. Security assistance program countries requisitioning items designated in TO 00-20-9 from AF resources will comply with AF base reporting requirements.

**10.168. Air Force Responsibilities.**

**10.168.1.** Except for life support items covered in section III of TO 00-20-9, projections of selected calendar time change item replacement requirements will be prepared quarterly as of 1 March, 1 June, 1 September and 1 December by maintenance documentation personnel. Forecasts for life support items will be prepared annually as of 1 February and will cover a three year period by quarter beginning with April, July, October and January. AFTO Forms 223, "Time Change Requirements Forecast," will be reviewed by maintenance supply liaison personnel before forwarding within seven working days after the "as of" date to the appropriate supply office. Projections of calendar time change requirement for other than federal supply group (FSG) 13 items will cover at least one year by quarter but may be extended to three years.

**10.168.2.** FSG 13 and materiel management code "AQ" ("AQ" represents Ogden ALC) items will be forecasted semiannually as of 15 October and 15 April of each year. These forecasts will be by quarter for the first 12 quarters, then by year to cover a period of time corresponding to the service life of the items as published in the applicable - 6 scheduled inspection and maintenance requirements manual. Quarters cover periods beginning with January, April, July, and October.

**10.168.3.** The appropriate supply officer will monitor completed AFTO Forms 223 for completeness and accuracy. Then forward them not later than 15 calendar days following the "as of" date as follows:

**10.168.3.1.** For FB items, the appropriate TM indicated in TO 00-25-1 15 according to the FSC of the items.

**10.168.3.2.** For FK items, to the munitions staff office of the major command to which the aircraft, missiles, or equipment is assigned. (See paragraph 1-6 TO 00-20-9, for major command responsibilities.)

**10.169. Air Force Logistics Command Responsibilities.**

**10.169.1.** Calendar time change items requiring special handling will be selected by the IM from the applicable - 6 series or commodity series TOs. Listings of these items, including national stock number, manufacturer's part number, and noun, or nomenclature, will be forwarded to AFLC/MMEMM for publication in TO 00-20-9 Items which are calendar time change based on the date of manufacture will be designated with a double asterisk preceding the stock number. Revision of published lists will be processed in the same manner.

**10.169.2.** Upon receipt of projected calendar time change item requirements from the reporting major commands and AF bases, the AFLC IMs will consolidate those requirements for individual management decisions; that is, comparison of computed requirements as opposed to command submittals, requests for funds to support buy and budget estimates, etc. In all cases, the local equipment specialist will review the projections received and make the appropriate recommendations to the TM prior to use of the data to adjust computed requirements for the item.

**10.170. Preparation Of AFTO Form 223, Time Change Requirements Forecast.** Detailed instructions for the preparation of AFTO Form 223, are contained in TO 00-20-9, section 1.

**10.171. Unused.**

**10.172. Unused.**

**10.173. Unused.**

**10.174. Unused.**

**10.175. Unused.**

**10.176. Unused.**

**10.177. Unused.**

**10.178. Unused.**

**10.179. Unused.**

**10.180. Unused.**

**10.181. Unused.**

**10.182. Unused.**

**10.183. Unused.**

**10.184. Unused.**

**10.185. Unused.**

## **SECTION 10N-- LOANS AND LEASE OF NON EXCESS PERSONAL PROPERTY - EMERGENCY SALES/EXCHANGES.**

### **Subsection 1-- Loans of Nonexcess Property:**

**10.186. Purpose.** This subsection. prescribes procedures for making loan/temporary custody transfer of nonexcess personal property to authorized borrowers, including interservice, within Air Force, for support of contracts with the US Government, or loans under military assistance programs (MAP) to particular governments which are eligible for MAP (see DOD Manual 5105.38).

### **10.187. Statutory Authority.**

**10.187.1.** Title 10 USC 2667 sections 8012 (b) 9831 and 9832, charge the Secretary of the Air Force with custody, and authorize him to delegate responsibility for all AF property. Pursuant to these statutes, the Secretary has transferred custody and responsibility for AF property to field commanders. This custody and responsibility includes the power to execute loan agreements.

**10.187.2.** There is no statutory authority to loan or lease items which will be incorporated by the borrowing agency into another item or which will be consumed in use. However, an exception to this rule concerns the loan of consumables not immediately incorporated or consumed by the borrower: Consumables may be loaned if the original intent is to return the same assets at the expiration of the loan period. The intent to return the consumables must be clearly established and recorded in the loan agreement. Replacement-in-kind for loaned assets does not normally qualify consumables for loan; that is, a consumable usually will not be loaned if the intent is to in-corporate the asset into a higher assembly or consume this asset at the borrower's facility and later replace the asset with another of like kind. However, replacement-in-kind is allowed under the NATO Mutual Support Act (paragraph 10.188.1.3. and APR 400-9).

### **10.188. Policy.**

**10.188.1.** An authorized borrower may be granted use of Air Force loaned, custody transferred, or leased personal property, subject to the terms of the applicable agreement (attachment 10N-2 format). The format will be reworded as applicable to specify the type of agreement, and correct authority references specified in this section.

**10.188.1.1.** An initial determination will be made to ascertain the borrower's qualification for support under an existing directive or agreement. Loans of USAF equipment to foreign governments may be made only to particular governments eligible for MAP support (AFR 400-3).

**10.188.1.2.** Non-MAP loans - The 1982 amendments to the Arms Export Control Act (AECA) eliminated USAF authority to loan USAF equipment to foreign governments and international organizations. This support can only be provided through sales under the Foreign Assistance Act of 1961 or by leasing provisions (AFR 400-3 and subsection 2 of this procedure).

**10.188.1.3.** NATO replacement-in-kind. The amendments to the AECA do not affect bonafide NATO transactions conducted under the NATO Mutual Support Act according to APR 400-9.

**10.188.1.4.** Custodial transfers. The amendments to the AECA do not preclude otherwise temporary custodial transfers of USAF equipment to foreign governments or international organizations under agreements pursuant to which the equipment will continue to be operated and maintained in direct support of USAF missions, provided:

**10.188.1.4.1.** The negotiation and conclusion of any such agreement will be according to AFR 11-21.



**10.188.1.4.2.** Custodial transfers may not be made solely or primarily for the purpose of assisting or supporting the requirements of a foreign government or international organization.

**10.188.1.4.3.** Custodial transfers may be used only when the preferred methods of transfer, that is, sale, MAP transfer, or lease under the AECA are not feasible.

**10.188.1.4.4.** Custodial transfers of aircraft are not contemplated and will not be approved except possibly in the most unusual and compelling circumstances involving immediate threats to the security of the United States.

**10.188.1.4.5.** Every custodial transfer which may have a duration over 180 days or concern equipment with a value of more than \$100,000 must be approved in advance by HQ USAF/PRI and SAF/GC. "Value" for this purpose is the current procurement value or last procurement cost, whichever is higher. In determining whether duration exceeds 180 days, the duration will be deemed to include any renewal or extension option and any period of prior use by the same custodian within a year of the transfer in question.

**10.188.1.4.6.** No support services may be rendered in connection with loan or custodial transfer except pursuant to independent legal authority, for example, foreign military sales procedures under authority of the AECA.

**10.188.1.4.7.** The title for loaned/custodial transferred personal property will remain with the Air Force and the loan/custodial transfer must be revocable at any time that it is considered to be in the best interest of the Air Force.

**10.188.1.4.8.** The loan/custodial transfer will not constitute a valid reason for the authorized borrower to retain property covered by the agreement.

**10.188.1.4.9.** The loan/custodial transfer must promote National Defense, or be in the general public interest.

**10.188.1.4.10.** The property is not in use or on stand-by status.

**10.189. Scope.** The provisions of subsection 1 apply to all AF activities and prospective authorized borrowers, worldwide.

#### **10.190. Loan Negotiation.**

**10.190.1.** The installation commander/laboratory commander/AFSC command equipment management office (CEMO), or a delegated authority, will execute a loan agreement that will include all items shown in attachment 10N-2 (items that do not apply will be annotated "N/A"). The loan agreement will be submitted through command channels to the required level for approval.

**10.190.1.1.** Loans negotiated at AFLC ALC level will be executed by the authorized representative of the director of material management (DIMM) according to the criteria authorized for a base commander.

**10.190.1.2.** Loans negotiated at laboratory commander or AFSC CEMO level will be executed according to the provisions outlined in AFSCR 67-8.

**10.190.2.** The installation commander/laboratory commander, AFSC CEMO or AFLC ALC D/MM, as appropriate, has the responsibility for proper and complete performance of the stipulations and qualifications of the loan agreement including timely return of loaned personal property.

#### **10.191. Approval Of Loans.**

**10.191.1.** The base commander/laboratory commander will be the approval authority for loans involving an undepreciated stock list dollar value not to exceed \$100,000 and for a loan period not to exceed 180 days.

**10.191.2.** The major command, which initiates the loan agreement, will be the approval authority for loans involving a dollar value not to exceed \$1,000,000 and for a loan period not to exceed one year.

**10.191.3.** An ALC commander will be the approval authority for loans of depot stock involving a dollar value not to exceed \$1,000,000 and for loan period not to exceed one year.

**10.191.4.** HQ AFLC/LGS will be the approval authority for all loans involving a dollar value in excess of \$1,000,000 or for loan period exceeding one year.

**10.191.5.** The HQ AFSC CEMO is authorized to approve loan agreements in excess of the aforementioned dollar and time restrictions, providing that these agreements relate solely to the loan of nonstandard research, development, test, and evaluation (RDT&E) equipment from AFSC activities.

**10.191.6.** Loans of nonexcess personal property will not be made, even on a temporary basis, without approval. Sufficient lead time will be allowed for the preparation, processing, and review of the formal loan agreement by all designated activities (45 days for major command approval and 60 days for AFLC approval.)

**10.191.7.** In addition to the above approvals, prior written approval of HQ USAF/PRI and SAF/GC is required for all loans to foreign governments or international organizations, regardless of dollar value or duration.

**10.191.8.** For purposes of determining the required level of approval, value for this purpose is the current procurement value or last procurement cost, whichever is higher.

**10.192. Forwarding Loans For Approval.**

**10.192.1.** Loan agreements requiring HQ AFLC approval will be forwarded to the managing air logistics center (ALC) loan control office (LCO)/MMMS for impact statements/signatures in attachment 10N-2, Parts V.B. and V.C. If the initiator is not collocated at the managing depot. Having completed Part V, MMMS will forward the loan agreement to HQ AFLC/ LGSI.

**10.192.2.** If the initiator is located at the managing depot (ALC), the initiator will request that the LCO in MMMS obtain impact statements/signatures in attachment 10N-2, Parts V.B. and V.C., and then forward the loan agreement to HQ AFLC/LGSI, if paragraph 10.191.4. applies.

**10.192.3.** HQ AFLC/LGSI will assign a control number to loan agreements following signing of attachment 10N-2, Part VII, by HQ AFLC/LGS and return to originator through the major command.

**10.193. Extensions And/Or Additions To Loans.**

**10.193.1.** The extension of loan periods and/or the loan of additional personal property to a single authorized borrower may be made. However, the combined dollar value will determine the approval authority for such additions and/or extensions. The criteria established in paragraph 10.176. will apply; that is, a single borrower requesting the loan of additional personal property, which would increase the total dollar value above \$100,000, would require major command approval. If the addition would increase the dollar value above \$1,000,000.00, HQ AFLC must approve. If an extension of the loan time is requested, which extends the total loan period beyond 90 days, the major command must approve; if beyond one year, HQ AFLC must approve. The HQ AFSC CEMO is the approval authority for all additions/extensions to RDT&E nonstandard equipment loans from AFSC activities defined in paragraph 10.191.5.

**10.193.1.1.** The lag time involved in obtaining approvals may be a determining factor in requesting extensions, therefore, consideration should be given to the required loan time in executing the original loan agreement.

**10.194. Issue, Receipt, And Turn In.**

**10.194.1.** The EAID type personal property will be loaned/issued by base equipment management office/equipment management office on a custody receipt. Accountability will be maintained according to volume 4, part 1, and/or volume 2, part 2, phase 4, Personal property other than EAID will be issued on a custody receipt. DD Form 1150, Request for Issue or Turn-in, or DD Form 1348-1, DOD Single Line Item Release/Receipt Document.

**10.194.1.1.** Copies of all documents effecting issue of property, will be furnished to the loaning activity to be included in the jacket file.

**10.194.2.** A separate OD Form 1150 or DD Form 1348-1 will be prepared for each line item loaned. In addition to required entries, the following information, as shown on the loan agreement, will also be entered on the DD Form 1348-1/1150.

**10.194.2.1.** Lending organization.

**10.194.2.2.** Parent command.

**10.194.2.3.** Authorized borrower.

**10.194.2.4.** Time period of loan.

**10.194.2.5.** For HQ AFLC/USAF approved loans:

**10.194.2.5.1.** Loan agreement control number.

**10.194.2.5.2.** Date approved.

**10.194.2.5.3.** Approving organization symbol.

**10.194.3.** The authorized borrower will indicate receipt of personal property by signing five copies of the issue document, for distribution as follows:

**10.194.3.1.** One copy of the completed document file to support the posting transaction to the accountable records.

**10.194.3.2.** One copy to the chief of supply/laboratory materiel control facility or AFLC, ALC, D/MM representative, as appropriate, to be included in the jacket file as established by paragraph 10.180.

**10.194.3.3.** One copy to the authorized borrower.

**10.194.3.4.** One copy to financial inventory accounting records.

**10.194.3.5.** One copy to appropriate item manager (IM) to be included in the consolidated master file, as established below.

**10.194.4.** Loaned personal property returned will be turned in on either DD Form 1348-1 or 1150, prepared in five copies for distribution as indicated above.

**10.194.4.1.** The turn-in documents will contain the identifying data prescribed for the issue document.

**10.195. Base Level Record And Review Of Loan Agreements (Jacket File).**

**10.195.1.** The base chief of supply/laboratory materiel control facility or the D/MM at AFLC ALC level will cause a jacket file to be established for each authorized borrower who has been issued loanable personal property. The jacket file will contain:

**10.195.1.1.** A completed, signed, and authorized copy of the loan agreement or agreements negotiated with the authorized borrower.

**10.195.1.2.** A signed copy of the issue document annotated as specified in paragraph 10.194.2.

**10.195.1.3.** Copies of correspondence or other documents pertinent to the loan.

**10.195.2.** The jacket file will be considered active until the turn-in document is received, at which time both issue and turn-in documents will be placed in a completed jacket file. Documents will be disposed of according to AFI 37-138.

**10.195.3.** A suspense system will be established to insure timely return of loaned personal property.

**10.195.4.** The active jacket file will be reviewed on a monthly basis to determine/insure the currency of loans, the requirements for loans to be revoked, etc.

**10.196. AFLC Item Manager Level Record And Review (Jacket File).**

**10.196.1.** The AFLC IM for appropriate assigned federal supply class (FSC) will maintain a consolidated master file of all personal property on loan. This file will be maintained for both centrally procured and base funded personal property. The file will include all loans of personal property peculiar to the specific FSC regardless of level of negotiation or approval (base, major command, HQ AFLC, HQ USAF).

**10.196.1.1.** The base chief of supply or the AFLC ALC D/MM as appropriate, will provide one copy of the issue document for each item loaned. This document will be placed in a separate jacket file established for each line item.

**10.196.1.2.** The jacket file will be considered active until the turn-in document is received at which time both issue and turn-in documents will be placed in a completed jacket file. Documents will be disposed of according to AFI 37-138.

**10.196.1.3.** A periodic review of the active file will be made by the IM to determine unsatisfactory conditions; such as, back ordered, short supply or critical items on loan; items not returned by required date, etc.

**10.196.1.4.** HQ USAF will ask AFLC to provide total inventory and/or dollar value of personal property on loan, when required.

**10.196.1.5.** For items to be loaned for a period greater than 90 days the IM/system program manager (SPM) will provide a copy of the loan agreement, issue document and turn-in document to the D/MM LCO for entry into the J041 acquisition and due-in system (ADIS).

**10.197. Exceptions.**

**10.197.1.** Emergency loans. All government aircraft, US military contract carriers, or government vehicles, enroute, requiring support for safe mission accomplishment, or return to home base, may qualify for emergency loans. However, support in accordance with existing AF regulations, (AFR 66-3, etc.) or subsection 3, will be afforded, if feasible. If loans require expediting, the limitations of subsection 1 will not apply, and a formal loan agreement need not be accomplished. Personal property will be issued, accounted for and returned.

**10.197.2.** Army, Navy, Marine, National Guard and Coast Guard. Loan of personal property to the Army, Navy, Marine Corps, National Guard, and Coast Guard will be made according to existing regulations (AFR 400-66, etc.). When this is not feasible, complete justification will be indicated in the "Remarks" section of the loan agreement. Emergencies will be supported as stated above.

**10.197.3.** Civil, domestic and foreign aircraft. Aircraft belonging to foreign governments or agencies, civil agencies, or domestic, privately owned aircraft requiring emergency support from the Air Force will not normally qualify for loans of personal property, but may receive support under the provisions below. If loans of personal property are deemed necessary, all the provisions, limitations and qualifications of subsection 1 must apply, without exception.

**10.197.4.** Civil Air Patrol (CAP). The authority and prescribed procedures for support of CAP is directed by AFR 46-6. This regulation prohibits the loan of AF property (materiel) to CAP unless specific approval is obtained through HQ CAP-USAF from HQ USAF. Authorized use of AF facilities and services is contingent upon conditions specified in AFR 46-6. Therefore, the provisions of this section will apply to CAP.

**10.197.5.** NATO countries. Loans of aircraft and other personal property between NATO countries, for testing, will be handled according to existing AF regulations (AFR 67-17, etc.).

**10.197.6.** Natural disaster assistance. The Air Force has the requirement to assist civil authorities in natural disaster relief operations.

**10.197.6.1.** AFR 355-1 explains policies, provides guidance, and assigns responsibilities for assisting civil authorities in natural disaster relief operations. This paragraph provides supplementary instructions for issue, turn-in, and accounting for supplies and equipment issued or loaned in support of such operations. These provisions are applicable to CONUS and overseas activities.

**10.197.6.1.1.** Disaster relief loans will not normally require a formal loan agreement as prescribed above.

**10.197.6.1.2.** Materiel will be issued and returned and accounted for.

**10.197.6.1.3.** Materiel which was not returned, was condemned upon return, returned in an unserviceable (reparable) condition, or consumed in use, will be itemized as a listing furnished the base comptroller as a claim for reimbursement. Packing, handling, crating, transportation, and repair costs (estimated if not known), will be computed and entered on the listing.

**10.197.6.1.4.** Materiel determined to be DOD excess will be handled according to DOD 4160.21-M unless it is held under AF working capital funds. Issues from working capital funds will be reimbursed according to AFR 170-25.

**10.197.6.1.5.** When reimbursement cannot be obtained at the local level, documented claims will be forwarded to HQ USAF according to AFR 355-1.

**10.197.6.1.6.** Regulated items may be loaned without prior approval of the regulating activity. The regulating activity will be advised of any items which were not returned or were condemned upon receipt.

**10.197.6.1.7.** The general policies and limitations of this section, which conflict with AF regulations (AFR 355-1, etc.) regarding "natural disasters" will not apply.

**10.197.7.** Information activities. Support of nongovernment organizations by information activities in providing audio-visual materiel will be handled according to existing AF regulations (AFR 190-1, etc.).

**10.197.8.** National veterans organizations. Public Law 193, 81st Congress, authorizes the loan of certain property such as cots, blankets, pillows, mattresses and other items of this type and the use of unoccupied barracks to recognized national veterans organizations for use at national or state conventions, or national youth athletic or recreation tournaments. Recognized national veterans organizations are listed in part three, DOD 4160.21-M.

**10.197.8.1.** Requests for loan of property will be submitted by the veterans organization in letter form to the commander of the base from which the loan is desired. The letter will be signed by an official of the national or state organization, as appropriate, and will include the items, quantities, date and place required, and duration Of loan; agreement to furnish bond for return of the property in good condition; and a statement that the requesting organization will defray any expenses incurred in the delivery, return, rehabilitation, or replacement of such property. These clauses will be included in the loan agreement.

**10.197.8.2.** EAID equipment loaned will be issued and accounted for volume 4, part 1, chapter 18).

**10.197.8.3.** The loan of such property will not interface with normal operation of the activity.

**10.197.8.4.** Any part of this section that is in conflict with Public Law 193, 81st Congress, with regard to loans to veterans organizations will not apply.

**10.197.9.** Requests for loans or assistance during/for civil disturbances will be processed in accordance with United States Air Force Operation Plan 355-10, and changes thereto.

**10.198. Unused.**

**10.199. Unused.**

**10.200. Unused.**

**10.201. Unused.**

**10.202. Unused.**

**10.203. Unused.**

**Subsection 2-- Lease of Nonexcess Personal Property:**

**10.204. Purpose.** This subsection prescribes procedures for lease of nonexcess personal property to authorized borrowers, government-to-government leases, leases within the US Government, leases with foreign countries or international organizations, and leases with contractors.

**10.205. Statutory Authority.**

**10.205.1.** Title 10 of the United States Code (USC) Section 2667, authorizes military services to lease real and personal property to domestic corporations and state and local governments.

**10.205.1.** ARMS export control act (AECA), chapter 6, prescribes authority for sale, MAP transfer or lease of equipment to foreign countries or international organizations.

**10.206. Scope.** The provisions of subsection 2 apply to all AF activities and prospective authorized borrowers, world-wide.

**10.207. General.** Procedures for leasing equipment/material are contained in the Military Assistance Sales Manual (MASM), Part III, Chapter P; AFR 400-3, and as prescribed herein.

**10.208. Leased Nonexcess Personal Property.**

**10.208.1.** Leased equipment/materiel support other than security assistance (SA) programs.

**10.208.1.1.** This paragraph provides procedures applicable to equipment/materiel authorized and provided to contractors under negotiated lease agreements and for Air Force research and development (R&D) test programs requiring the Air Force to provide government tarnished equipment/materiel (GFE/GFM) for aerospace vehicles,

including support equipment. In addition, reference is made to other applicable procedures relative to GFE/GFM support; such as, production or retrofit modification contracts, and depot level maintenance contracts.

**10.208.1.2.** AFLC/MMLSR will be provided a copy of all negotiated leases to enable review to insure conformance with these procedures, and the assignment of a lease control number. An exception to the control number assignment by AFLC/MMLSR applies for AFSC/ASD negotiated lease contracts. The last four digits of these contracts will be the designated lease control number for the duration of the lease.

**10.208.1.3.** The system program manager (SPM) ALC materiel utilization control office (MUCO) will provide the loan/lease control officer (LCO) with a copy of all negotiated lease agreements. The LCO and the item manager (IM) will establish accountability for leased support equipment/materiel in purpose code "L" for requisitions containing project code "507." The LCO will review and control the processing of contractor submitted EY/EZ stock record account number (SRAN) requisitions with project code "507" for leased support equipment/materiel, and ensure the contractor has a valid current lease agreement prior to processing the requisition for the item requested.

**10.208.1.4.** Requisitions submitted for authorized lease equipment/materiel will be identified using project codes as follows:

**10.208.1.4.1.** Project code "507" will be used to identify shipments of aircraft equipment leased to the contractor. Investment items will be billed by the ASD/ACFC to the contractor according to the terms of the contract. ASD will process the collections to the proper appropriations.

**10.208.1.4.2.** Project code "508" will be used by the contractor to requisition spares/repair parts. Investment items will be billed at actual cost. Stock fund items will be billed at standard price which includes a price stabilization factor for replacement.

**10.208.1.4.3.** Project code "525" will be used to identify shipment of supplies in support of lease agreements which contain a flying hour maintenance charge. Investment billings will only be processed when the unserviceable investment item is not returned within 60 days.

**10.208.1.4.4.** Packing, crating, handling and transportation (PCH&T) charges. The lessee shall reimburse the government for the cost of PCH&T in connection with the delivery and/or return of items requisitioned, spare parts, and reparable spare parts returned to the government regardless of whether the items requisitioned are reimbursed on a flying hour charge basis, a rental basis, or an actual cost basis.

**10.208.1.4.5.** Billings for any items which may be provided by the government to the lessee on an actual cost basis plus PCH&T charges, and billings for any other PCH&T charges will be initiated by the supplying government activity or the administrative contracting offices, as appropriate, and payment shall be made by the lessee as specified in such billing.

**10.208.1.4.6.** Requisitioning procedures.

**10.208.1.4.6.1.** The DOD priorities assigned to contractor lease agreements shall be priorities 09 through 14 (depending on urgency of need), except as otherwise designated in writing by AFLC/MML. Notwithstanding any other position of the lease, the government shall not be required to provide to the lessee any spare/repair parts that are not readily available from AF stocks and shall not be required to back order any items requisitioned by the lessee that are not readily available from such stocks.

**10.208.1.4.6.2.** The lessee shall reimburse the government for the items requisitioned from the government or otherwise drawn from AF stocks as follows:

**10.208.1.4.6.2.1.** For replenishment spares/repair parts and time compliance technical order kits, by the payment of the actual cost of the item for all support requisitioned.

**10.208.1.4.6.2.2.** The lessee shall reimburse the government for the cost of PCH&T in connection with the delivery of items requisitioned. Lessee will be responsible for PCH&T costs when returning assets to the government.

**10.208.1.4.7.** The lessee shall prepare requisitions in accordance with the FAR, appendix H incorporating the following codes, in the specified data fields, to comply with provisions of the lease as follows:

**10.208.1.4.7.1.** Project code "507." Requisitions for all items initially identified and authorized in the lease agreement such as support equipment (SE) will be requisitioned as follows: standard MILSTRIP coding as reflected in the FAR will be used, except column 52 will contain the ALC alpha identifier or "X" for other DOD agencies, column 53 will contain "P;" column 56 will contain "K," columns 57-59 will contain "507" columns "K," columns 65-66 will contain "2C" and 77-80 will contain the last four digits of the lease agreement serial number.

**10.208.1.4.7.2.** Project code "508." Requisitions for spare/repair parts and materials required for the maintenance and support of the leased asset, including support for leased aircraft when a flying hour maintenance charge is not provided for in the lease agreement, to include time compliance technical orders, will be completed as follows: Standard MILSTRIP coding as reflected in the FAR except column 52 will contain the ALC alpha identifier or X for other DOD agencies, column 53 will contain a "P," column 56 will contain "K," columns 57-59 will contain "508," columns 65-66 will contain "2C," and columns 77-80 will contain the last four digits of the lease agreement serial number.

**10.208.1.4.7.3.** Project code "525." Requisitions for items required where a flying hour charge covers maintenance under the lease agreement, will contain project code "525." The requisitions document number will be a contractor document number, column 51 will contain signal code "C" or "L," columns 52-53 will contain fund code according to AFSCR 170-6, Military Standard Requisitioning and Issue Procedures (MILSTRIP), column 56 will contain "K," columns 57-59 will contain 525, columns 65-66 will contain "2c" and columns 77-80 will contain last four digits of the lease agreement serial number.

**10.208.1.5.** Repairable assets will be returned to the Air Force as directed by the IM. Return of unserviceable investment items will be effected by a lessee assigned shipping document number, citing project code "508" if no flying hour maintenance charge applies or project code "525" if such charge is incorporated in the lease agreement (columns 57-59). The last four digits of the lease agreement serial number will be in columns 77-80. When the Air Force receives the repairable asset, a credit of 65 percent will be credited to the applicable account for project code 508 repairable assets. For project code "525" assets, if the repairable item is not returned within 60 days from the issue date of a replacement serviceable item the funds code will be changed to bill the contractor actual cost of item issued.

**10.208.2.** Government furnished property (GFP) provided contractors for support of Air Force R&D test programs, for leased aircraft support, or for production/retrofit programs.

**10.208.2.1.** AFSC/ASD has programs/projects in the R&D stage for which AFSC has negotiated contracts requiring the Air Force to provide GFE/GFM for aerospace vehicles, including support equipment. These R&D programs/projects are primarily for the benefit of the Air Force.

**10.208.2.2.** Contractor submitted requisitions for above R&D test programs/projects will contain MILSTRIP data as follows: columns 30-35 will contain contractor SRAN, column 51 will contain signal code "C" or "L,"



columns 52-53 will contain fund code "AM," columns 57-59 will contain project code 507 for support equipment or "273" to obtain spares/repair parts support, and columns 77-80 will contain the last four digits of the contract number.

**10.208.2.3.** Contractor submitted requisitions for GFE/GFM support equipment required to support AFSC leased aircraft will be submitted according to provisions outlined above, and will include project code "507." Project code "508" or "525," as applicable, to obtain required spare/repair parts, dependent on whether the lease is negotiated, as not based on a flying hour program (508) or based on a flying hour program (525).

**10.208.2.4.** GFE/GFM requisitioned by contractors for support of production or retrofit modification contracts will be provided using MUCO procedures prescribed in volume 3, part 1, chapter 9, section 9H, project codes "273,," "507," "508," or "525" do not apply to these requisitions.

**10.208.2.5.** Also, project code "273" will not be used to identify contractor requisitions for obtaining Air assets required for depot level contract maintenance programs, such assets will be provided according to the provisions of AFLCR 66-8.

**10.208.2.6.** ASD/AWB will provide each AUC MUCO/MMMS with a listing of all AFSC/ASD negotiated contracts containing provisions for providing aerospace vehicles/related support equipment to the contractors as GFP. The listing will contain SPM, aircraft/equipment, contractor name, SRAN, contract number, applicable project code(s) and contract expiration date. Contract support requirements can be determined by referring to the alpha in the eleventh position of the contract number, as follows: "C" or "G" identifies GFE/GFM required to support AF R&D test programs or production or retrofit modification requirements. "L" identifies GFE/GFM required by contractors in conjunction with negotiated lease agreements. In addition to the contract listing, ASD/AWB will provide the SPM ALC MUCO/MMMS with copies of each lease agreement negotiated for support of contracts cited on the contract listing with an "L" in the eleventh position of the contract. The MUCO will provide the LCO with copies of these lease contracts and the LCO will review and approve the processing of contractor submitted requisitions for referenced GFE/GFM support for lease aircraft/equipment. Validity of support requisitioned will be determined by reviewing the contract listing provided by ASD/AWB. If a contractor is not included on the listing provided, ASD/AWB, AUTOVON 785-5441, will be contacted prior to canceling a contractor submitted requisition. ASD/AWB will quarterly update the contractor listing provided to ALCs MUCO/MMMS.

**10.208.3.** Leased equipment recoverable investment spares support SA programs.

**10.208.3.1.** Equipment or recoverable investment spares leased to foreign governments will be furnished by the government to the lessee according to signed lease agreement, and requisitioned using MILSTRIP, as outlined herein and the procedures in volume 9. Requisitions for leased assets will be identified by project code "507." Requisitions for recoverable investment spares/repair parts required to maintain leased assets will be identified by project code "508." Funding required to support such requisitions shall be provided by the lessee as prescribed herein and in the lease agreement. Notwithstanding any other provisions of the lease, the Air Force shall not be required to provide the lessee equipment/recoverable investment spares/repair parts not readily available from AF stocks, and shall not be required to back order any items requisitioned by the lessee that are not available from on-hand stocks.

**10.208.3.2.** AFLC/MMLSR will be provided a copy of all leases to enable review and the assignment of a lease control number.

**10.208.3.3.** The ALC/LCO will be provided a copy of all negotiated lease agreements for support of FMS countries. The LCO and the IM will establish accountability for initial leased equipment or recoverable in-

vestment spares in purpose code "L," for requisitions with project code "507." The LCO will control the processing of FMS country submitted requisitions for leased items.

**10.208.3.4.** The lessee shall reimburse the government for items requisitioned from the government or otherwise drawn from AF stocks as follows: For equipment/investment recoverable items, by payment of cost reflected in the lease agreement. Accessorial PCH&T cost will be billed for each item shipped. To determine PCH&T costs, standard rates are to be applied to the standard price of the item as prescribed in DOD 7290.3-M, Foreign Military Sales Financial Management Manual, chapter 7 (AFR 170-3).

**10.208.3.4.1.** Billing for the lease costs will be processed by ACFSA to SAAC upon receipt of a letter with supporting documentation from ALC/ACFSA.

**10.208.3.4.2.** PCH&T charges on Title X leases will be determined by the IM and provided to ACFSA. ACFSA will process cost data to SAAC for billing.

**10.208.3.4.3.** PCH&T charges on AECA leases are determined by the IM. The IM will forward the charges to the implementing office in the ILC, who will in turn request HQ USAF/PRI to create a special FMS case for these charges.

**10.208.3.5.** Requisitioning procedures.

**10.208.3.5.1.** The DOD priorities assigned for FMS country support in lease agreements shall be priorities 09 through 14 (depending on urgency of need) except as otherwise designated in writing by AFLC/MML.

**10.208.3.5.2.** Project code "507." Requisitions for all items initially identified and authorized in the lease agreement such as SE will be requisitioned as follows: standard MILSTRIP coding as reflected in volume 9 will be used, except columns 48-50 will contain the unique FMS "Z" series case number, column 52 will contain the ALC alpha identifier or "X" for other DOD agencies, column 53 will contain "P," column 56 will contain "K," columns 57-59 will contain "507," columns 65-66 will contain "2C" and columns 77-80 will contain the last four digits of the lease agreement serial number.

**10.208.3.5.3.** Project code "508." Requisitions for items required to support leased assets authorized FMS countries in lease agreements will be requisitioned as follows: standard MILSTRIP coding will be used. Column 30 will contain a "D," columns 31-32 will contain the country code, columns 48-50 will contain the FMS case number, column 56 will contain a "K," columns 57-59 will contain "508," columns 65-66 will contain "2C," and columns 77-80 will contain the last four digits of the lease agreement serial number.

**10.209. Unused.**

**10.210. Unused.**

**10.211. Unused.**

**10.212. Unused.**

**10.213. Unused.**

### **Subsection 3-- Emergency Sales/Exchanges:**

**10.214. US Government Departments And Agencies.**

**10.214.1.** Equipment and supplies, except aircraft engines, may be sold or exchanged to other departments of independent agencies of the government under the circumstances described above. Sales or exchanges will be

made when, in the judgment of the base commander or his authorized representative, one of these methods is the most practical or economical to the government when furnishing the required aid.

**10.214.2.** When equipment or supplies are sold, the charge made to the receiving department or agency will be the price listed in the United States Air Force (USAF) Federal Supply Catalog or the actual cost of a local purchase item. Aircraft fuel and other petroleum products will be priced according to part three, chapter 1, section 1D. Current USAF policy concerning billing for transient aircraft maintenance performed at base level is contained in volume 1, AFM 172-1.

**10.214.3.** When unserviceable "XD" or "XF" items are exchanged for serviceable items, the net charge for the exchange will be the latest USAF Federal Supply Catalog price less any exchange credit applied plus the cost of any civilian overtime labor expended for the exchange (TO 00-20-5). No charge will be made for services performed by military personnel.

**10.214.4.** Credit will be allowed for unserviceable (reparable) items removed from aircraft and exchanged for serviceable items, providing the item turned in has been determined by an authorized inspector to be economically unserviceable (reparable), is not listed in USAF Federal Supply Catalog as excess or obsolete, and is identical to the item issued.

**10.214.5.** Credit will be allowed for the difference between the actual or estimated cost of the serviceable "XD" or "XF" items issued and the cost of returning the unserviceable (reparable) item to a serviceable condition. To facilitate credit computation, a net charge representing this repair cost will be made when serviceable items are issued in exchange for unserviceable (reparable) items. The net charge for exchange will be 20 percent of the actual or estimated cost of the item, except that the net charge for exchange of aircraft jet or reciprocating engines will be the actual or estimated cost of overhead, both labor and materiel, as obtained from the engine inventory manager ALC, San Antonio or Oklahoma City ALC. Where scheduled rates of exchange have been established by AFLC, they will be used in lieu of the 20 percent factor as indicated.

**10.214.6.** DD Form 1348-1, DOD Single Line Item Release/Receipt Document, or DD Form 1150, Request for Issue or Turn-In, will be used for sales of materiel. A separate form will be prepared for each aircraft serviced and a document number will be assigned for reference purposes. In addition to the prescribed entries, the form will include the mission, design, and serial number of the aircraft, home base, and name and grade of the aircraft commander or authorized representative. Unit and total costs will be shown. When additional charges are included or credit has been allowed, the additional costs or credits will be itemized and the prices extended. The aircraft commander or representative will sign all copies of the document. The original and four copies will be forwarded to the base comptroller to effect reimbursement. The comptroller will be requested to acknowledge receipt. Letters of transmittal and acknowledgments will be maintained in a separate file by base supply. Supplies lose their identity as supplies and become work-in-process when they are utilized by maintenance in the performance of mechanical services. Such supplies will be invoiced as services rendered when the work order is completed. Reimbursement action will be initiated by the organization responsible for preparing reimbursement documents for services rendered (TO 00-20-5).

## **10.215. Civil, Domestic, And Foreign Aircraft.**

**10.215.1.** Commanders of AF bases are authorized to sell equipment, supplies and services to operators of other than US government owned aircraft for continuance of safe flight as prescribed in AFR 55-20. US military contract carriers will receive the same assistance as that rendered to AF aircraft.

**10.215.1.1.** Civil, domestic or foreign aircraft that experience inflight problems that require an unauthorized emergency landing at an "A" base will be supported as transient aircraft. They will normally only be allowed to

purchase investment assets on a one for one exchange basis. A reparable asset must be exchanged for each serviceable investment item purchased unless the requested item replaces an asset lost or destroyed in flight.

**10.215.1.2.** The only other exceptions to investment items being sold on an exchange basis to non-US government aircraft are as follows:

**10.215.1.2.1.** HQ USAF/LEY directs the base commander to waive the exchange requirement.

**10.215.1.2.2.** Retention of the reparable (no exchange) will not adversely impact USAF support requirements.

**10.215.2.** The assistance furnished will not exceed that normally furnished to transient aircraft of the US government and will not include major overhaul, modifications, TOC, or inspection except as specifically authorized by the Chief of Staff, USAF. Aerospace ground equipment will be furnished to the extent necessary to accomplish the assistance required. If repair parts or services are required for classified equipment, they may be supplied without reference to higher authority provided that the nation owning or controlling the aircraft received the classified equipment in connection with a US government sponsored program.

**10.215.3.** All requests for supplies and equipment must be authorized by the base commander and approved personally by the base supply officer or designated representative. Items requested will be furnished upon receipt of cash payment only, unless evidence is presented that such purchases are guaranteed by an authorized supplier account or surety bond. Such evidence will be included in the AF Form 181, Civil Aircraft Landing Permit, carried aboard the aircraft and presented to the appropriate AF official upon landing. Cash payment will be accepted as prescribed by the local comptroller prior to release of the requested items. If reimbursable, the base supply officer or designated representative will ensure that copies of the issue documents are processed to the local comptroller and receipted for accordingly.

**10.215.3.1.** Exception to the preceding: cash and credit requirements will be made for foreign military aircraft and for foreign civil aircraft when in use on official foreign government business. In these instances, credit sales may be made and billing made according to DFAS-DER 177-102.

**10.215.4.** Aircraft engines will not be loaned or sold to owners or operators of civil, domestic, or foreign aircraft without approval of HQ USAF. Requests received at base or command level will be referred through HQ AFLC/MMM to HQ USAF/LEYY.

**10.215.5.** Requests for materiel or services will be made in writing by the aircraft commander who will specify in detail the kind and quantity of gasoline, oil, supplies, or equipment desired or the precise services to be performed. A charge will be made for all materiel or services furnished unless an exception is authorized by the Chief of Staff, USAF. The Air Force will accept no responsibility for the quality or condition of the materiel or services furnished. The aircraft operator will be liable for damage to ground support equipment furnished, and the US government will be absolved of responsibility for any accident or personal injury to the aircraft operator's personnel which may occur during its use.

**10.215.6.** Additional AF facilities, personnel, or special stocks of materiel will not be maintained solely for the purpose of rendering assistance.

**10.215.7.** Prices to be charged.

**10.215.7.1.** Aircraft fuel and other petroleum products will be priced according to part 3, chapter 1.

**10.215.7.2.** Equipment and supplies sold will be priced at USAF Federal Supply Catalog prices, the actual cost of local purchase items, or the actual cost of materiel and direct labor expended for servicing, maintenance, and local fabrication of items.

**10.215.7.3.** Cost of depot maintenance performed by AFLC depots will consist of direct labor, direct materiel, and overhead.

**10.215.8.** For other than depot maintenance credit will be allowed for unserviceable (reparable) items exchanged for serviceable items in accordance with paragraphs above.

**10.215.9.** DD Form 1348-1/1150 will be used for sales of materiel. A separate form will be prepared for each aircraft serviced and a document number will be assigned for reference purposes. In addition to the prescribed entries, the form will include the mission, design, and serial number of the aircraft, home base, and name and grade of the aircraft commander or his authorized representative. Unit and total costs will be shown. When additional charges are included or credit has been allowed, the additional costs or credits will be itemized and the prices extended. The aircraft commander or designated representative will sign all copies of the document. The original and four copies will be forwarded to the base comptroller to effect reimbursement. The comptroller will be requested to acknowledge receipt. Letters of transmittal and acknowledgments will be maintained in a separate file by base supply. Supplies lose their identity as supplies and become work-in-process when they are utilized by maintenance in the performance of mechanical services. Such supplies will be invoiced as services rendered when the work order is completed. Reimbursement action will be initiated by the organization responsible for preparing reimbursement documents for services rendered (TO 00-20-5).

#### **Subsection 4-- Replenishment Parts Purchase or Borrow Program (RPPOB)/Reserve Engineering:**

**10.216. Purpose.** This subsection prescribes procedures for making loan/sales to domestic purchaser/borrower for the purpose of replication of an item with a sole source or limited source.

**10.217. Statutory Authority.** Public Law 98-525, Defense Procurement Reform Act of 1984. Defense Acquisition Regulation Supplement Number 6, DODD 5230.25, Withholding of Unclassified Technical Data from Public Closure, DOD 4140.57, DOD Replenishment Parts Purchase or Borrow Program; and DOD Directive 4245.8, DOD Value Engineering Program.

#### **10.218. Policy.**

**10.218.1.** Samples shall be made available to domestic contractors through the Competition Advocacy Office when requested and when it has been determined that the contractor meets the general qualification criteria set by the Air Force for sale or loan of an item in accordance with Public Law 98-525.

**10.218.2.** Release of the item shall be after determination of the following:

**10.218.2.1.** Loan or sale will be in the best interest of the government.

**10.218.2.2.** The item is not classified.

**10.218.2.3.** There is a probability of subsequent acquisition.

**10.218.2.4.** Loan or sale will not adversely impact the asset position.

**10.218.2.5.** There are no other restrictions imposed by law or regulations.

**10.218.3.** If it is determined that the property to be loaned to the purchaser/borrower is going to be destroyed during RPPOB/or reverse engineering, the purchaser/borrower shall be required to purchase the asset (attachment 10N-3).

**10.218.3.1.** Competition Advocate Office at each ALC will inform the purchaser/borrower and provide a fund cite number.

**10.218.3.2.** The contractor purchaser/borrower pays for the item either by a money order or a cashier's check.

**10.218.4.** If it is determined the firm requesting the item already has a contract with the government for RPPOB/or reverse engineering, the current contract must be amended through the contracting office when requested items are not in the contract.

**10.218.5.** Continued procurement of any part shall not be delayed solely to allow contractors to participate in the program. Investment type items should be loaned. Such items will not be subjected to destruction or irreversible disassembly, unless specifically authorized by the item manager. Expense type items should be sold, if possible, using the above procedures. When items are sold, such items become the property of the contractor.

**10.218.6.** If assets are critical and/or in short supply, the applicable Competition Advocacy will designate a display area for viewing by the purchaser/borrower in lieu of loaning or selling of the asset.

**10.218.7.** Air Force assets may be loaned to AF organic activities for such purposes as price appraisal, display area, reverse engineering, etc. Such loans will normally be for a 30-day period and should be returned to supply for subsequent issue to operational users. If assets are required for a longer period, the assets should be issued to the responsible organization. Concerned organic activities should develop a memorandum of understanding or other acceptable document to outline responsibilities of each participating organization.

**10.218.8.** Air Force-managed assets loaned to contractor purchaser/borrower over 30 days will be approved by the item manager.

**10.219. Responsibilities.**

**10.219.1.** The purchaser/borrower:

**10.219.1.1.** Must not be currently debarred, suspended, or otherwise prohibited from engaging in government procurement.

**10.219.1.2.** Shall demonstrate to the Air Force their ability to replicate the part.

**10.219.1.3.** Successful replication must include compliance with established performance, quality reliability, testing and inspection standards.

**10.219.1.4.** Technical data/information or similar manufactured items from such data may be used to support the demonstration process.

**10.219.1.5.** Must furnish certain information covering, at a minimum, company location, facility size, primary type of business, years in business, prior year's gross sales.

**10.219.2.** The following are the government's responsibilities:

**10.219.2.1.** Competition Advocacy and Materiel Management Engineering Representatives will determine the qualification of items for sale or loan.

**10.219.2.2.** Item managers will ensure:

**10.219.2.2.1.** Asset position (sale or loan will not adversely affect or deplete required supply quantities).

**10.219.2.2.2.** Criticality/stability of the item (must have approval of cognizant engineering/technical organization-malfunction or failure could result in personal injury, loss of life, or jeopardize military mission, or result in replication of an obsolete part).

**10.220. Qualification Of Items For Sale Or Loan.**

**10.220.1.** The items must have limited or reduced sources of supply due to nonavailability of technical data packages, or incomplete technical data packages, or a data package containing partial limited rights data.

**10.220.2.** Packages with partial limited rights data may be used, provided the government does not release the limited rights data to the potential purchasers/borrowers.

**10.220.3.** Annual buy value which must exceed \$10,000 (exception-dollar value may be lowered if considered to be in the best interest of the program).

**10.220.4.** Current patent rights (knowledge of current rights will render a part ineligible for sale, loan or viewing).

**10.221. Unused.**

**10.222. Unused.**

**10.223. Unused.**

**10.224. Unused.**

**10.225. Unused.**

**SECTION 10O-- RESERVED.**

**10.226. Unused.**

**10.227. Unused.**

**10.228. Unused.**

**10.229. Unused.**

**10.230. Unused.**

**SECTION 10P-- RECHARGING TONER CARTRIDGES AND RECYCLING OF OFFICE/PRINTING AND OTHER ITEMS.**

**10.231. General.** The potential for enormous savings exists in the recharging of certain toner cartridges as they become empty and recycling office, printing and other items versus purchasing new ones. This section authorizes these actions.

**10.232. Advantage Of Recharging.** The advantage of recharging cartridges is the cost savings due to recycling. Savings could be as much as two thirds the cost of new cartridges, depending on the cartridges and manufacturer. Many cartridges can be recharged five to ten times before replacement.

**10.233. Cartridge Recharging.**

**10.233.1.** The Federal Supply Service (FSS) has a list of contracts for recharged toner cartridges for various copiers and laser printers. The General Services Administration (GSA) price lists and technical information can be obtained by contacting your local GSA representative and each contractor's representative shown on the FSS list.

**10.233.2.** If it is more advantageous, installations may also enter contractual agreements with local firms that are not on the list.

**10.233.3.** Installations are encouraged to use recharged toner cartridges as much as possible.

**10.234. Office Printing Equipment And Other Items In The Supply System.** There are numerous items in the reproduction field, as well as other items, which could possibly be recycled rather than buying the item new. They may not be on an FSS schedule; however, all users concerned should be alert to the possibilities. It is recommended that users query firms in their local areas to determine what recycling services are available. The base chief of supply (COS) should be advised of potential recycling sources so that all on base users may be notified. This authority is applicable to any item that can be recycled. Procedures will be developed locally to implement this policy.

**10.235. Unused.**

**10.236. Unused.**

**10.237. Unused.**

**10.238. Unused.**

**10.239. Unused.**

**10.240. Unused.**

**10.241. Unused.**

**10.242. Unused.**

**10.243. Unused.**

**10.244. Unused.**

**SECTION 10Q-- RESERVED.**

**10.245. Unused.**

**10.246. Unused.**

**10.247. Unused.**

**10.248. Unused.**

**10.249. Unused.**

**10.250. Unused.**

**10.251. Unused.**

**10.252. Unused.**

**10.253. Unused.**

**10.254. Unused**

**SECTION 10R-- CORROSION AND PACKAGING.**

**10.255. General.**

**10.255.1.** The corrosion control program will provide adequate protection and corrosion prevention to all supplies and equipment of the Air Force. This includes items in storage as well as intransit.

**10.255.2.** All supplies and equipment in storage will receive adequate care and treatment to prolong the life of the items until they are placed in use for their primary purpose.



**10.255.3.** Corrosion prevention protects items subject to corrosion when exposed to water, moisture, vapor, acids, and other contaminating substances. It includes effective cleaning and drying of the entire items or parts of an item, and the appropriate application of corrosion preventive compounds and protective wraps.

**10.255.4.** In several instances, this manual calls out for the inspection of items to determine if they require corrosion treatment, and if so, the type of corrosion treatment required to fix the problem. It is imperative that the people doing these inspections be properly trained in corrosion control, or at the very least have access to properly trained personnel, i.e., the DS corrosion control officer.

**10.255.5.** Packaging. The term packaging encompasses all activities associated with preserving, packing, and marking of items. This includes the application of protective measures to items, and the processes used to protect materiel from deterioration, damage, or both.

**10.255.6.** The geographical limits referenced in paragraph 10.256. are assigned according to the AFLC World Wide Logistics Support Chart (AFLCVA 400-1, January 1986).

**10.255.7.** Requirements of this section should in no way be confused with the corrosion prevention and control program for aerospace and electronics systems under AFR 400-44.

#### **10.256. Major Command Responsibilities.**

**10.256.1.** To aid in complying with the policy quoted in paragraph 10.255., and to prevent the possibility of inspections resulting in censure of the Air Force, the AF commanders indicated below, will be responsible for performing the following functions:

**10.256.1.1.** All AF commander. It is the responsibility of all AF commanders to inspect their stored property (see Inspection of Property in Storage, and Inspection and Prevention in Storage at Air Logistics Centers). Regarding any stored government property for which his activity is account able or responsible, including declared surplus property, each commander of an AF activity will:

**10.256.1.1.1.** Begin appropriate inspections to determine:

**10.256.1.1.1.1.** Whether such property is deteriorating, or in any danger of deterioration during storage life.

**10.256.1.1.1.2.** Whether correct deterioration preventive measures are being used.

**10.256.1.1.2.** If the inspections reveal that any of the described property is deteriorating, or in danger of deteriorating during storage life, promptly take appropriate action to arrest or prevent deterioration of such property. The use of AF Form 311, Corrosion Treatment and Delivery Notice, by AFLC ALCs is mandatory. AF Form 311 maybe used by other major commands to their advantage.

**10.256.1.2.** AF base commanders. In addition to the responsibilities above, each AF base commander will:

**10.256.1.2.1.** If action prescribed above is not sufficient to arrest deterioration, or eliminate the danger of deterioration during storage life of the property, submit the following promptly to the commander of the ALC within whose geographical limits the property is located:

**10.256.1.2.1.1.** Pertinent facts of the case.

**10.256.1.2.1.2.** A request for technical assistance (chapter 1, section 1D).

**10.256.1.2.1.3.** Recommended action.

**10.256.1.3.** Commanders of AF activities. In addition to the responsibilities in this section, each commander of an AF activity will also be responsible for taking action as prescribed above.

**10.256.1.4.** Commanders of ALCs. In addition to the responsibilities above, each commander of an ALC will:

**10.256.1.4.1.** Provide technical assistance to all AF activities within the geographical limits of his area regarding deterioration, or danger of deterioration, during storage life of government property.

**10.256.1.4.2.** If he receives information or requests for assistance according to paragraphs above:

**10.256.1.4.2.1.** Furnish such technical assistance, or take appropriate action within his authority, to arrest or prevent deterioration of the property involved.

**10.256.1.4.2.2.** If action prescribed above is not sufficient to arrest deterioration or eliminate the danger of deterioration during storage life of property concerned, promptly submit pertinent facts of the case and action recommended to HQ AFLC/MME and the AF Corrosion Program Office (WR-ALC/MMEP).

**10.256.1.5.** Commanders of major commands will:

**10.256.1.5.1.** Begin inspections to determine:

**10.256.1.5.1.1.** Whether any stored government property for which their subordinate activities are accountable or responsible is deteriorating, or in any danger of deteriorating during storage life.

**10.256.1.5.1.2.** Whether correct deterioration preventive measures are being utilized by their subordinate activities.

**10.256.1.5.2.** If the inspections reveal that any of the described property is deteriorating, or in danger of deteriorating during storage life, promptly take appropriate action within his authority to arrest or prevent deterioration of such property.

**10.256.1.5.3.** If the action prescribed is not sufficient to arrest deterioration, or eliminate the danger of deterioration during storage life of the property, submit the following promptly to the commander of the ALC within whose geographical limits such property is located:

**10.256.1.5.3.1.** Pertinent facts of the case.

**10.256.1.5.3.2.** A request for technical assistance (chapter 1, section 1D).

**10.256.1.5.3.3.** Recommend action.

**10.256.1.6.** The Commander, AFLC, will:

**10.256.1.6.1.** Provide technical assistance and instructions to all AF activities regarding deterioration, or danger of deterioration, during storage life of government property.

**10.256.1.6.2.** If he receives information or requests according to this paragraph:

**10.256.1.6.2.1.** Render or obtain decision in the case, or institute appropriate action within his authority to arrest or prevent the deterioration of the property involved.

**10.256.1.6.2.2.** When appropriate, authorize the property in question to be declared to the Defense Reutilization and Marketing Office (DRMO).

## **10.257. Air Logistics Center Responsibilities.**

**10.257.1.** The Directorate of Distribution (DS) will:

**10.257.1.1.** Ensure that a quantity of stock, sufficient to meet known or anticipated requirements, is treated for corrosion prevention. The stock is to be packaged and maintained for storage and overseas shipment, according to applicable technical orders, specifications, and instructions. Utilize the guidelines below to avoid useless or excessive packaging. Coordinate with the item manager (IM) to determine the disposition of the item.

**10.257.1.1.1.** Identify items to be excessed within 60 days. These items are not to be packaged for storage.

**10.257.1.1.2.** Identify items issued for immediate consumption. Package these items level "C" in accordance with MIL-STD-2073, DOD Material, Procedures for Development and Application of Packaging Requirements.

**10.257.1.1.3.** Identify reparable items for which the local ALC is the specialized repair activity, and package these items only to the extent required to prevent further deterioration.

**10.257.1.1.4.** Identify items destined for prolonged storage or overseas shipment. Preserve these items level "A" in accordance with MIL-STD-2073.

**10.257.1.1.5.** When there is a backlog of items awaiting packaging, give priority treatment to items which are more sensitive to corrosion (Priorities).

**10.257.1.2.** The balance of items on hand, including unserviceable (reparable) items, will be packaged to prevent deterioration. Certain items having close tolerances, critical surfaces, electrical components, etc., require the same degree of corrosion protection and packaging within the CONUS as for overseas shipment, and will be handled accordingly.

**10.257.1.3.** Make domestic shipments from untreated stock balances, if any.

**10.257.1.4.** Supply personnel shall make inspections before and after processing, to ensure quality of corrosion treatment, and compliance with applicable directives. When visual inspection of items indicates deterioration or damage beyond repair, the items will be tagged, "unserviceable (reparable)," and processed accordingly. Maintenance will provide technical assistance in accomplishing the inspection upon request. (See above paragraphs for more details on inspections.)

**10.257.1.5.** Determine and provide the facilities, equipment, and materiel required to perform the functions outlined above. Furnish all materiel, equipment, and necessary containers (except engine transportation trailers, crates, and containers) that are required by the processing units within maintenance and supply.

**10.257.1.6.** Materials which have been received from various manufacturers, already treated and adequately packaged according to current issue of specification MIL-P-116, will be utilized to the fullest extent for long-term storage and for filling overseas requisitions.

**10.257.1.7.** Establish and operate the facilities required to accomplish corrosion control functions within supply. These facilities will be co-located with the supply storage facility that stocks active property requiring preservation.

**10.257.1.7.1.** The Storage function will provide the Packing and Preservation function with advance notification of items and quantities to be treated, and forward materiel as requested by the Packing and Preservation function.

**10.257.1.7.2.** The Packing and Preservation function, along with the other appropriate Distribution scheduling functions, will determine the method of treatment and preservation to be afforded the items; schedule materiel to be treated by supply; establish delivery dates; treat materiel in compliance with current applicable directives, specifications, and technical orders; and notify the stock control section of items requiring treatment by maintenance.

**10.257.1.8.** Ensure that only items packaged for outside storage are stored in outside storage facilities.

**10.257.2.** The Directorate of Maintenance (MA) will:

**10.257.2.1.** Provide such technical assistance to DS as may be required. Examples of technical assistance required are: internal preservation or flushing, painting, and special treatment such as sandblasting or plating.

**10.257.2.2.** Process materiel specifically requiring action by maintenance personnel and facilities under applicable directives.

**10.257.3.** The Directorate of Materiel management, MM, will provide such assistance to DS as required to determine the disposition of items in storage.

**10.258. Space And Equipment.**

**10.258.1.** The following are some of the factors to be considered regarding the location of corrosion control activities:

**10.258.1.1.** Location with respect to materiel requiring treatment.

**10.258.1.2.** Building of fireproof construction, preferably concrete floor, as approved by the base fire marshal.

**10.258.1.3.** Adequate ventilation to dispose of injurious solvent vapors and dust.

**10.258.1.4.** Access to building.

**10.258.1.5.** Space and arrangement of equipment.

**10.258.1.6.** Proper lighting.

**10.258.1.7.** Availability of utilities such as steam.

**10.258.2.** Equipment required for treating operations will be in proportion to the type and quantities of materiel requiring treatment. The following are items considered essential for operation of a corrosion treating unit:

**10.258.2.1.** Tanks for cleaning and application of preservatives (equipped for heating as required).

**10.258.2.2.** Degreaser vats for vapor cleaning.

**10.258.2.3.** Drain racks for drainage of cleaning solvents and preservatives from parts.

**10.258.2.4.** Work tables.

**10.258.2.5.** Hooks, racks, and baskets for handling parts.

**10.258.2.6.** Heat sealing irons for sealing water vapor proof bag (MIL-P-116, Methods 1A and II).

**10.258.2.7.** Conveyer lines for movement of parts.

**10.258.2.8.** Drying equipment (oven or infra-red lamp assemblies and compressed air).

**10.258.2.9.** Paper cutting table to facilitate cutting various grades of paper to proper size.

**10.259. Inspection Of Property In Storage.** All supplies and equipment subject to corrosion or deterioration will be given a spot check to determine their condition and extent of preservative protection. A definite inspection schedule will be established. The appearance of a package will not necessarily determine the condition of the contents. This is particularly true when preservative compounds have not been applied, have been applied improperly, or when the wrong preservatives have been used.

## **10.260. Inspection And Preservation In Storage At Air Logistics Centers.**

**10.260.1.** The initial preparation for storage does not eliminate the necessity for periodic inspection of supplies and equipment in storage. Such inspections will be made to determine if the preservatives and protective measures are adequate. A definite inspection schedule will be established. Some types of supplies and some types of storage require more frequent inspection than others. Supplies stored in the open require closer attention than supplies stored in warehouses or sheds. Equipment in crates or on wheels will be checked to insure that protective coverings have not been damaged, that preservative compounds have not been physically removed or made less effective by atmospheric conditions, and that accessories such as batteries and tires are in proper condition. When the check of the supplies or of the equipment reveals conditions that must be corrected, the entire stock may have to be inspected. All items requiring cleaning, processing, and packaging will be given prompt attention. Other corrective action, such as for accessories, will be taken promptly, as directed by applicable official publications. After hard rains, heavy snows, windstorms, and abrupt changes in weather, inspect for torn or displaced coverings, accumulations of water or snow in the equipment or in the protective tarpaulins, puddles in the storage area surface, and removal of corrosion preventives on metal surfaces. Supplies stored in salt air and in rainy or humid climates require more frequent inspections than supplies stored in dry climates. Necessary action will be taken when inspections reveal that corrective action is required.

### **10.260.2. Procedures.**

**10.260.2.1.** Warehouse personnel will maintain a continuous check of all property in storage and recommend those items requiring corrosion preventive treatment.

**10.260.2.2.** Packaging Management, Packing and Preservation, and Inspection personnel will assist in this continuous check to furnish technical assistance and determine the serviceability of items and their eligibility for treatment. When material in stock is determined to require corrosion protective treatment, warehouse personnel will prepare AF Form 311. Each ALC will determine the routing of AF Form 311 for best production scheduling. Automated/mechanized systems to schedule and control AF Form 311 work are authorized.

**10.260.2.3.** When completing AF Form 311, the following information is required: The noun, stock number, location, initiated by, class, date prepared, quantity to be treated, and condition will be indicated in applicable blocks. Routing of AF Form 311 will be in accordance with locally established procedures.

**10.260.2.4.** Controlling the flow of AF Forms 311, annotation of the packaging data, scheduling the materiel through the Packing and Preservation function for processing, and establishment of a suspense will be in accordance with locally established procedures.

**10.260.2.5.** The AF Form 311 will be prepared and routed as determined locally to assure that corrosion treatment is accomplished when needed. Any other appropriate AF Form 311 requirements will be included in local operating instructions.

**10.260.2.6.** If the appropriate DS Packaging or Receiving function determines that treatment of an item should be accomplished by the maintenance directorate, an AF Form 311 indicating quantity of items to be treated, priority, unit pack, and prescribed method of treatment will be forwarded to the applicable IM for required maintenance support. The IM will prepare AFLC Form 206, Temporary Work Request, indicating required corrosion treatment, and forward to maintenance at the ALC where the equipment is stored.

## **10.261. Overseas Shipment.**

**10.261.1.** Material on an overseas shipping ticket will be checked by inspection and/or Packing and Preservation function to determine whether it requires corrosion preventive treatment before shipping. If material is to be

treated, items and quantities to be forwarded for treatment will be indicated by an asterisk on the copies of the shipping ticket. When total quantities on a release/receipt document require corrosion treatment, the entire quantity will be forwarded to the Packing and Preservation function for processing. Immediately after processing, the entire quantity will be forwarded to the Packing component for preparation for shipment.

**10.261.2.** When partial quantities are involved, the items requiring corrosion preventive treatment will be segregated. The shipping ticket will be forwarded with the material to the Packing and Preservation function for treatment. The balance of the shipment, along with other copies of the release/receipt document, will be held in the packing by or warehouse, as appropriate, pending return of the treated items.

**10.261.3.** The Packing and Preservation function will screen the materiel selected for treatment and determine cleaning method, method of preservation, wrap, unit quantity, dunnage, container, and the number of tags and labels required according to approved instructions. Enter data on the reverse side of the shipping ticket. This copy of the shipping ticket is forwarded to the inspection component for preparation of tags and labels and returned to the Packing and Preservation operation. The copy of the shipping ticket, unmarked on the back, and the materiel will remain in temporary storage pending arrival of the tags and labels from the inspection component.

**10.261.4.** Upon arrival of the tags and labels, the materiel will be treated according to instructions contained on there-verse side of the shipping ticket.

**10.261.5.** Upon completion of corrosion preventive treatment, the corrosion control component will return the materiel and the unmarked copy of the shipping ticket to the appropriate Packing component for assembling, packing, and forwarding for shipment or, when appropriate, to the warehouse for forwarding the entire shipment to the appropriate Packing component.

**10.261.6.** Materials which have been received from various manufacturers, already treated and adequately packaged according to current issue of specification MIL-P-116, will be utilized to the fullest extent for long-term storage and for filling overseas requisitions.

**10.262. Use Of Tags And Labels In Corrosion Control Program.**

**10.262.1.** Maintaining proper identification of materiel throughout the various phases of packaging, during and after corrosion preventive processing, is of the utmost importance so warehouses and supply channels do not become burdened with misidentified materiel and unidentified sealed packages. Misidentified and unidentified items must be opened to ascertain the identity of the contents. Extreme care will be exercised in the application of labels and the transcription of information required, so the loss of time in packaging materiel involved in reidentification and reinspection may be held to a minimum.

**10.262.2.** The appropriate tags, labels, and/or markings, are as outlined in MIL-STD-129. The marking, tagging, and labeling provisions are authorized by AFMAN23-110, vol 1, part 1, chapter 4, section 4B.

**10.262.3.** Level of preservation and date packaged will be shown on DD Form 1574, Serviceable Tag Materiel, or DD Form 1574-1, Serviceable Label Materiel, and attached to the unit and intermediate containers. When the unit or intermediate containers are used as shipping containers, the level of packing will be included on DD Form 1574 or 1574-1. When a Method II package is employed, in accordance with MIL-P-116, Optional Form (OF) 74, "Method II Package," will be applied to both interior and exterior containers.

**10.262.4.** Label adhesive shall conform to the requirements of MIL-STD-129.

**10.263. Priorities.**

**10.263.1.** A priority system will be established by the DS corrosion control officer at each ALC or AF activity. Treatment of property being shipped overseas will be given top priority over all other property being treated or scheduled for treatment.

**10.263.2.** The priority system will be established according to the needs and requirements of each depot. This will enable scheduling property for treatment according to the requirements of the command, in addition to controlling corrosion and deterioration of stocks on hand, including unserviceable (reparable) property.

**10.263.3.** The priority system will be of a flexible nature, and may be changed from time to time to fit requirements.

**10.263.4.** The DS corrosion control officer, when establishing priorities for the corrosion control treatment of items for stock, will give consideration to the physical nature of the item and its strategic and monetary value.

**10.264. Unit Packaging.** For convenience, rapid handling, and standardization of packaging, all items processed for corrosion prevention will be unit packaged. Quantities to be contained in unit packs will be as published in appropriate portions of USAF federal supply catalogs.

**10.265. Alternative Provision For Identification And Condition Marking.** Stamps, stencils, etc., maybe employed, in the preparation of, or as an alternative to, the DD Form 1574 or 1574-1 method of identifying the contents of packages upon completion of corrosion control. However, the guide-lines provided in paragraph 10.262. must be observed to ensure a result at least equal to content, quality, and permanency of markings.

**10.266. Unused.**

**10.267. Unused.**

**10.268. Unused.**

**10.269. Unused.**

**10.270. Unused.**

**SECTION 10S-- SAFEGUARDING GOVERNMENT PROPERTY.****10.271. Purpose.**

**10.271.1.** This section establishes responsibility for safe. guarding, protecting, and controlling government property while in storage or being processed within supply and transportation. It supplements the general guidance outlined in Section 8, chapter 3, DODR 4145-19-1 (Storage and Materiels Handling). Controlled item codes are used to identity specific items requiring special handling or storage in the normal situation. The sequence of assigning codes is classified item codes, sensitive item codes and pilferable item codes. Items are assigned the code which indicates the greater degree of control when a code assignment is appropriate. Definition of these categories, in descending order of degree of control normally exercised are:

**10.271.1.1.** Classified items. Material which requires protection in the interest of national security.

**10.271.1.2.** Sensitive items. Materiel which requires a high degree of protection and control due to statutory requirements or regulations, such as narcotics and drug abuse items; precious metals; items which are of high value, highly technical or of a hazardous nature; arms, ammunition, explosives and demolition material.

**10.271.1.3.** Pilferable items. Materiel having a ready resale value, civilian utility or application as to personal possession and which is, therefore, especially subject to theft.

**10.271.2.** This section is not applicable to medical materiel (narcotics, code "Q") which will be processed and handled according to volume 5.

**10.272. General.**

**10.272.1.** Controlled item codes (CIC) are defined and explained in volume 1, part 4, chapter 1, attachment 53. Controlled items, including classified items, are categorized as follows:

**10.272.1.1.** Classified items. Controlled item code explanation:

**Table 10.2. Controlled Item Code.**

|   |  |
|---|--|
| A | CONFIDENTIAL-FORMERLY RESTR DATA   |
| B | CONFIDENTIAL-RESTRICTED AREA   |
| C | CONFIDENTIAL   |
| D | CONFIDENTIAL-CRYPTO  |
| E | SECRET-CRYPTO  |
| F | TOP SECRET-CRYPTO  |
| G | SECRET-FORMERLY RESTRICTED DATA  |
| H | SECRET-RESTRICTED DATA   |
| K | TOP SECRET-FORMERLY RESTR DATA   |
| L | TOP SECRET-RESTRICTED DATA   |
| O | NAVY NUCLEAR PROPUL INFO   |
| S | SECRET   |
| T | TOP SECRET   |
| U | UNCLASSIFIED   |
| 7 | Items assigned a Demilitarization Code other than "A," "B,, or "Q" for which another CIC/Controlled Inventory Item Code (CIIC) is inappropriate. (The loss, theft, unlawful disposition and/or recovery of an item in this category will be investigated in accordance with DODM 4000-25-1 and 7200-10). Store in general purpose storage. |
| 9 | CONTROLLED CRYPTOGRAPHIC ITEM OR CCI. Store in the pilferable/caged storage area.  |

**10.272.1.2.** Sensitive items. Controlled item code explanation:

**Table 10.3. Sensitive Items.**

|   |                             |
|---|-----------------------------|
| 1 | HIGHEST SENSITIVITY (CAT I) |
| 2 | HIGH SENSITIVITY (CAT II)   |
| 3 | MOD SENSITIVITY (CAT III)   |
| 4 | LOW SENSITIVITY (CAT IV)    |
| 5 | HIGHEST SENS (CAT I)-SECRET |
| 6 | HIGHEST SENS (CAT I)-CONFID |
| 8 | HIGH SENS (CAT II)-CONFID   |



|    |  |
|----|--|
| Q  | CONTROLLED SUBST-SCHED III/IV/V  |
| R  | CONTROLLED SUBST-SCHED I/II, Precious Metals   |
| \$ | This code identifies nuclear weapons use control (UC) ground equipment which is CIIC unclassified but may require special controls. Use control ground equipment is described as recorders, verifiers, adapters, power supplies, cables, programmers, monitors, controllers, code processors, power converters, computers and data modules which perform a nuclear weapons use control function. |

**10.272.1.3.** Pilferable items. Controlled item code explanation:

**Table 10.4. Pilferable Items.**

|   |   |
|---|---|
| * | PILFERABLE (Used by local management in standard base supply system (SBSS) accounts on items that are subject to unwarranted losses). |
| J | PILFERABLE  |
| I | PILFERABLE-AIRCRAFT/ENGINE EQUIPMENT PARTS  |
| M | PILFERABLE-HANDTOOLS AND SHOP EQUIPMENT   |
| N | PILFERABLE-FIREARMS (e.g.: honor guard weapons with welded bolts of firing pins, sporting event starting pistols, etc.)               |
| P | PILFERABLE-AMMO/EXPLOSIVES (e.g.: .22 caliber ammunition, shotgun shells, etc.)   |
| V | PILFERABLE-INDIV CLOTHING/EQUIP   |
| W | PILFERABLE-OFFICE MACHINES  |
| X | PILFERABLE-PHOTO EQUIP/SUPPLIES   |
| Y | PILFERABLE-COMMUNICATION-ELECTRONIC EQUIPMENT/PARTS   |
| Z | PILFERABLE-VEHICLE EQUIP/PARTS  |

**10.272.2.** Classified items will be stored and transported according to DODM 5100-76 or DODR 5200-1 (AFI 31-401, *Information Security Program Management*, whichever is more stringent.)

**10.272.3.** In order that sensitive and pilferable CIC items may be given standard protection by all service activities, individual line items within each category will be identified by the appropriate service item manage (IM) or inventory control point (ICP), as applicable. Such items are individually identified in the applicable federal supply catalog (stock list) through use of the aforementioned codes. Action will be taken to ensure that items are identified on item records and output documents of the appropriate supply accounting system.

**10.272.4.** If a base/organization experiences an unacceptable loss rate on a national stock numbered item which is not assigned a sensitive or pilferable controlled item code, it shall be reported to the appropriate service ml complete with necessary details citing circumstances surrounding the high loss rate. This is necessary to ensure that the item is considered for coding action in one of the approved controlled item categories. Such requests/recommendations for coding action will be forwarded to the appropriate ml, who will approve/establish the applicable code for coding action before the code is used.

**10.272.5.** If an unacceptable loss rate is being experienced, or is anticipated, on an individual line item identified by the Air Force "L" control number within the controlled item categories, the applicable controlled item code

may be assigned by the local ml. However, locally assigned "L" control numbers are restricted to intrabase transactions. In SESS activities an \* (asterisk) is used to identify items subject to unwarranted losses locally.

**10.272.5.1.** ALC accountable officers will appoint a materiel security coding officer within the depot supply function who will be responsible for assignment of local pilferable item codes for applicable non-national stock number (NSN) local purchase or local manufactured items.

**10.272.5.2.** Where necessary, depot customers initiating non-NSN requisitions will recommend the appropriate pilferable item code at the time the requisition is submitted.

**10.272.6.** Pilferable controlled item codes will be assigned to items having a ready resale value, civilian utility or application, and therefore are especially subject to theft. Consideration must be given to the cost to provide controlled storage and handling compared to the potential losses when selecting items to be treated as pilferable items. Generally, an item should not be coded for worldwide treatment as pilferable unless the unit cost exceeds \$10 and repetitive losses indicate the item is subject to theft, however, the unit cost criteria may be waived when management determines that losses on an item warrant the cost of additional controls.

**10.272.6.1.** The primary wholesale source of an item, because of large quantities on hand, may make an item attractive for theft; however, local controls required at primary wholesale source should not be imposed on assets held in smaller quantities at secondary or retail sources of supply.

**10.272.6.2.** Prior to coding an item pilferable, consideration should be given to whether the item is in broad use through commercial markets offering dealers a quick turnover; is difficult to trace as a military item; presents no special handling, storage, packaging, calibration, conversion, inspection or matching requirements prior to use; and whether no special technical background would be necessary to determine or obtain an available market. These procedures are applicable to all AF activities.

**10.272.6.3.** Items which are managed under classified, nuclear ordinance, or other specialized control techniques should not be coded as pilferable items.

### **10.273. Supply And Transportation Processing.**

**10.273.1.** Receiving, shipping, transporting and packaging activities.

**10.273.1.1.** Movement of any sensitive firearm to and from security/storage facilities in conjunction with a shipment will be coordinated with the local security police. Security surveillance of sensitive firearms being received from or being transported to carriers will be maintained in accordance with AFR 125-37.

**NOTE:** AFR 125-37 is scheduled to become AFI 31-209 under the new Air Force publications conversion plan.

**10.273.1.1.1.** Sensitive firearms will be moved in transportation channels by use of AF Form 127, Traffic Transfer Receipt. For these items, during processing for shipment in supply channels, a second set of DD Form 1348-1, DOD Single Line Item Release/Receipt Document, with a list of weapon serial numbers, annotated thereon or attached to by a separate sheet, will be used as the controlling document for on-base processing. All copies of the DD Form 1348-1 used in processing sensitive items must be stamped "SENSITIVE" along with the applicable code. One copy of DD Form 1348-1, with signature and date, will be placed in the voucher control file. Additional guidance regarding the controls afforded sensitive firearms in supply channels are identified in chapter 5. These items will be kept under constant surveillance by authorized personnel, unless stored in an area meeting the provisions of AFR 125-37. Receiving, shipping, inspection and packaging of sensitive firearms will be performed in an approved area designated to reduce the possibility of loss and pilferage and for safety reasons. AFR 75-1 identifies the controls afforded sensitive items in the transportation channels.

**10.273.1.1.2.** Receipts of sensitive firearms by supply from the traffic management office (TMO) representative will be as follows:

**10.273.1.1.2.1.** Supply will receipt for the shipment based on proper correlation of the transportation control number (TCN) or document number and other data on the movement document with the quantity, identification and condition of the containers being received. If the condition of the containers is questionable, the TMO representative delivering the container and supply receiving personnel will jointly open the containers and check the quantity and serial numbers against the documentation inside the container (DD Form 1348-1). If there is a discrepancy, TMO retains the responsibility to coordinate subsequent actions with the shipper and the security police. Otherwise, supply will receipt for the shipment from the TMO at the time it is delivered and take physical custody of the shipment. At all times, sensitive firearm shipments will be kept under surveillance by authorized personnel, unless it has been properly secured in an approved area for that purpose.

**10.273.1.1.2.2.** Immediately upon physical receipt of the shipment from transportation, the shipping containers or unit packages will be physically opened in the approved area by authorized receiving personnel. The sensitive weapons will be physically inventoried, and the serial numbers verified against the receiving documentation (DD Form 1348-1). If each firearm is unit packed in a manner that verification of condition, identity and serial number can be obtained, the unit pack need not be opened. Supply personnel are responsible for reporting losses, or suspected losses, of firearms to the base security police immediately upon discovery. If additional processing or inspection is required, other than quantity and serial number check, authorized personnel will accomplish such work in the approved storage area.

**10.273.1.1.3.** When the Chief of Supply (COS) stores weapons/firearms for another owning agency, the weapons/firearms will be maintained on the custodian authorization/custody receipt listing (CA/CRL) or accountable record of the owning activity. The storage activity will only provide custodial responsibility for these assets; the owners are still responsible for the accountability and management. Locally the owning and storing activities may modify this guidance/ practice when it is mutually agreeable to both parties. Any modification in the custodial/accountability arrangement must be documented in such a manner that precludes the loss of true ownership or allows a misunderstanding of why and for whom the weapons/firearms are being maintained. Additional information is provided in vol 4, part 1, chapter 15.

**10.273.1.2.** Pilferable items will be provided secure protection during processing. Pilferable items will not be afforded the same controls in the transportation channels as sensitive items, except for specific items where approval has been obtained from major commands to initiate such controls. Shipment will be checked by the warehouse person upon receipt to ensure arrival of total quantity and condition of items. Pilferable item codes "N" and "P" will be accorded processing and handling safeguards as follows:

**10.273.1.2.1.** "N" coded items may be stored in an approved weapon storage area or in a pilferable item case when approved by base resource protection officials. When stored in weapon storage area, additional internal security precautions are not required.

**10.273.1.2.2.** "P" coded items must be stored in an area that is approved for explosives as defined locally.

**10.273.1.3.** Controlled substances applicable to code "Q" will be safeguarded according to chapters 14 and 23, volume 5.

**10.273.2.** Storage and storage control instructions. The following information is provided to establish the minimum acceptable level of protection that must be provided for assets in these categories. Major commands (MAJCOMs), air logistics centers (ALCs) or individual bases may elect to impose more stringent standards when circumstances or situations warrant such action.

**0.273.2.1.** Sensitive items, codes 1, 2, 3, 4, 5, 6, or 8, will be stored and handled by authorized personnel only in areas approved for storage and processing as outlined in AFR 125-37. A minimum number of personnel will be authorized to process firearms at each base. Commanders will establish criteria to be used in granting this authorization and assigning personnel to this function. Suspected losses of firearms will be reported to the base security police immediately upon discovery that a possible loss has occurred.

**10.273.2.2.** Small handtools costing \$10.00 or less will be stored in the tool issue center in SBSS activities. Handtools coded "M" (costing more than \$10.00) should be stored in tool issue centers if possible, however, at the discretion of the COS they may be stored in other locations or facilities which provide adequate security. Heavy or bulky shop equipment may be stored in general purpose storage areas.

**10.273.2.3.** Items applicable to code "V" will be stored in the individual equipment unit in SBSS activities.

**10.273.2.4.** Items applicable to codes "R," "W," and "X" will be stored in a security cage.

**10.273.2.5.** Items applicable to codes "I," "Y," and "Z" will be stored in controlled entry warehouses.

**10.273.2.6.** Ammunition or explosive items will be stored in approved hazardous storage facilities according to AFR 127-100. Security protection for the items will be according to AFR 125-37. Handling will be limited to designated personnel only, and constant surveillance exercised during processing. Detailed operational procedures are contained in AFR 127-100 and 11A series technical orders.

**NOTE:** AFR 127-100 is scheduled to become AFI 91-201 under the new Air Force publications conversion plan.

**10.273.2.7.** Items applicable to codes "M," "N," "P," "Q," "V," and "W" are not authorized for inclusion in bench stock. Items coded "R" and "X" may be authorized on bench stocks with the written approval of the unit commander who controls and manages the bench stock. Approval of the base audiovisual manager must be obtained by the unit commander for controlled item code "X" prior to forwarding requests to the chief of supply.

**10.273.2.8.** All "J" codes items will be stored in facilities meeting the minimum storage requirements for a similar category of items.

**10.273.2.9.** Security cages. The following are minimum requirements for a security cage:

**10.273.2.9.1.** An area within a building that is enclosed with rust-resistant number 9 steel wire and has a mesh design no larger than two inches square.

**10.273.2.9.2.** All doors of wood constructions will be reinforced externally by a 16-gauge sheet of steel installed to preclude easy removal.

**10.273.2.9.3.** Windows, vents, or similar openings will be secured by bars fabricated from steel pipe 7/8 inch in diameter or from 1/2-inch steel rod securely installed not more than four inches apart.

**10.273.2.9.4.** Padlocks on doors will be of the high security, key actuated type.

**10.273.2.9.5.** CONEX containers may be used as temporary security cages when secured to preclude removal.

**10.273.2.9.6.** Material requiring protection of a security cage may be stored in any storage facility possessing greater security protection than enumerated, providing the area is compatible with the physical properties of this material.

**10.273.3.** Minimum storage facility requirements for sensitive firearms are outlined in AFR 125-37.

**10.273.3.1.** Sensitive firearms must be stored in an approved locked steel weapons rack, or locked metal container, or, when authorized, in an approved weapons storage cabinet.

**10.273.3.2.** Storage personnel will coordinate with base security police to ensure that sensitive firearms storage rooms/areas meet storage and security requirements of AFR 125-37.

**10.273.4.** Special firearms control.

**10.273.4.1.** Items in supply stock. A local weapons control file will be established and maintained on all firearms in the stock record account by serial number. The weapon control file will be separated from and not collocated in the same office responsible for storage of the item and will be retained according to AFI 37-138. USAF activities will report changes in firearms quantity or item asset position to Warner Robins ALC which maintains a central weapons control file as required by the USAF worldwide serialization program. Weapon control file/reporting procedures are contained in volume 2, part 2, chapter 18, section 18C.

**10.273.4.2.** This record file will be retained during the period the item is on the stock record account.

**10.273.4.3.** Items in use will continue to be governed by base equipment management office/command equipment management office procedures set forth in part 2, volume 2, and part 1, volume 4.

**10.273.4.4.** Shipment of sensitive firearms. Upon receipt and verification of the materiel, the AF Form 127 will be signed immediately by the receiver and returned to the losing function, which will retain the AF Form 127 in file according to AFI 37-138.

#### **10.274. Security Of Materiels In Storage And Control Of Visitors In Warehouse Areas.**

**10.274.1.** Security of materiels in storage. The basic DOD policy regarding protection of materiels in storage is contained in DODR 4145-19-1, chapter 3, section 8. Additional guidance is provided for AF activities in AFR 125-37. Much of the guidance in this area emphasizes development of an institutionalized attitude among the workers that misappropriation or loss of government property can be detrimental to the individual and that it is costly in terms of the extra burden placed on the taxpayer. This effort has been somewhat successful; however, it is becoming more evident that continued success in this area requires stringent rules of physical property protection that reinforce the attitude and discourage temptation. Therefore, the COS/director of distribution will ensure that a resource protection survey (initial or follow-up) is accomplished on all storage and materiel processing functions/facilities at least every three years. Surveys may be requested (in accordance with chapter 17, AFR 125-37) more often when it is determined locally that such action is warranted. In addition to general information, the surveys will address the following specific areas as a minimum:

**10.274.1.1.** Assigned personnel entry/exist control. The number of entry/exit doors will be kept to the absolute minimum necessary for operational efficiency.

**10.274.1.2.** Property movement in/out of storage facilities. Property that is being moved in and out of storage areas must be controlled to the extent of providing reasonable assurance that all property is being placed in storage when it is intended, or property that is removed is done so only with legal documentation or authority.

**10.274.1.3.** Control of privately-owned vehicles (POVs). POVs must not be allowed within controlled/restricted storage or distribution areas. Parking adjacent to storage facilities or processing area will be limited. Parking of POVs adjacent to retail sales outlets shall be controlled. The COS may authorize POV parking and loading/unloading zones near retail sales in accordance with local resource protection and parking policies.

**10.274.1.4.** Positioning and surveillance of trash collection containers or dumpsters. Trash collection containers must be located in the vicinity of or adjacent to the work areas; however, a periodic surveillance program should be implemented to ensure that they are not used as a depository or drop point for materiel illegally removed from the storage or processing facility.

**10.274.1.5.** Controlled area fencing and perimeter lighting. The survey must specifically address the adequacy of existing lighting/fencing or identify deficiencies when they exist.

**10.274.1.6.** Controlled area designation. The requirement to designate or not to designate supply storage facilities as controlled areas will be determined locally by the chief of supply/director of distribution in coordination with the Resource Protection Executive Committee (RPEC). The COS/director of distribution will establish the necessary personnel controls/methods of identifying authorized individuals within the area based on the committee's decision.

**10.274.1.7.** Additional specific areas may be added locally at the discretion of the COS/director of distribution.

**10.274.2.** Control of visitors. The basic policy to be implemented regarding visitors in storage areas is to restrict the entrance of persons who have no official business to conduct and to prohibit the removal of materiel without proper authority and documentation. Controlled entry points must be established and visitors will be escorted by assigned warehouse personnel at all times while they are inside the area. Visitor log sheets and distinguishing identification badges for assigned warehouse personnel and authorized visitors may be used at the discretion of the individual ALC director of supply or base chief of supply. A training program will be developed and maintained to assure that warehouse personnel challenge any unauthorized visitors discovered in the area. As a minimum, training will include:

**10.274.2.1.** Authorized visitation procedures.

**10.274.2.2.** Visitor recognition.

**10.274.2.3.** Escorting visitors.

**10.274.2.4.** Challenge procedures and reporting requirements.

**10.274.2.5.** Actions to be taken if visitors fail to respond to challenge.

**10.275. Security In Receiving And Distribution Activities.** Additional guidance pertaining to security in receiving/distribution activities are provided in chapter 1, section 1C, attachments 1C-9 and 1C-10. This information is applicable to base supply materiel storage and distribution functions as well as ALC distribution activities.

**10.276. Unused.**

**10.277. Unused.**

**10.278. Unused.**

**10.279. Unused.**

**10.280. Unused.**

**10.281. Unused.**

**SECTION 10T-- RESERVED.**

**10.282. Unused.**

**10.283. Unused.**

**10.284. Unused.**

**10.285. Unused.**

**10.286. Unused.**

**10.287. Unused.**

## **SECTION 10U-- HAZARDOUS MATERIEL.**

**10.288. Purpose.** This section provides guidelines and procedures for the implementation of DODI 6050.5. The requirements established herein provide a uniform system for the identification of hazardous materiel in accordance with Federal Standard No. 313A and to provide this information to the procuring agency.

### **10.289. Criteria For Identifying Items As Hazardous Materiel.**

**10.289.1.** Hazardous materiel identification is required for all materiel which, by virtue of its potentially dangerous nature, requires controls to assure adequate safety to life and property. Hazardous materials are found in all federal supply classes (FSCs). For those classes not contained in Federal Standard No. 313A, judgment must be exercised to determine which must be controlled.

**10.289.2.** If an item in an FSC composed predominantly of flammable or toxic materiel has no hazard identification, it is important to know if it is actually not hazardous, or has merely not been identified. To assure positive and complete identification in these classes, each item in the FSCs contained in Table I (attachment 10U-1, part I) should be identified. Identification is also required for items that would ordinarily be cataloged under one of the classes in Table I (attachment 10U-1, part I) but are cataloged in another class because of their specific use or included as parts of another item or kit. Table II (attachment 10U-1, part II) lists classes in which only items having hazardous characteristics need be identified.

**10.289.3.** The first time acquired, either at the wholesale or retail level, a hazardous item will be identified as "Hazardous Materiel" to the contracting agency according to paragraph above. If a question exists regarding the need for identification, the bioenvironmental engineering section, base medical facility, should be contacted for instructions.

**10.289.4.** On follow-up demands a copy of the original request or contract number and date of previous submission should be forwarded to the contracting agency.

### **10.290. Procedures.**

**10.290.1.** The AF IM will prepare purchase requests for central procurement of hazardous material in accordance with AFLCR/AFSCR 57-7.

**10.290.2.** The supply officer at the retail base level activity will prepare a DD Form 1348-6, Non NSN Requisition (Manual), according to volume 2, part 2, chapter 17, (standard base supply system) or volume 3, part 2, chapter 3 (depot supply). Block 7, Description of Item Requested, DD Form 1348-6, will have the words "Hazardous Materiel" annotated to indicate that this is an initial submission requiring special controls during acquisition, receipt, and eventual issue. The DD Form 1348-6 will accompany the purchase request to the contracting office.

**10.291. Unused.**

**10.292. Unused.**

**10.293. Unused.**

**10.294. Unused.**

**10.295. Unused.**

**SECTION 10V-- ACCOUNTING FOR QUICK ENGINE CHANGE KITS AND ADAPTING KITS.**

**10.296. General.**

**10.296.1.** Quick engine change (QEC) kits are defined as externally mounted accessories, airframe components, hardware, ducting, plumbing, electrical items, etc., which are not a part of the basic engines as defined in TO 2J-1-24 and TO 2R-1-16. These items are part of the QEC power pack. Installation instructions for QEC kits are contained in the applicable aircraft technical manuals for power package buildup.

**10.296.2.** The QEC adapting kits are listed as single stock numbers in the appropriate federal supply classification. These kits consist of specific (miscellaneous and peculiar) parts required to tailor the quick change power pack for use on any of several positions of a multi-engine aircraft, or on various production models in aircraft of a given type. These adapting kits increase the inter-changeability and reduce the number of different basic QEC kits which must be procured and stocked.

**10.296.3.** A power pack is an assembly consisting of a QEC kit, adapting kit, and aircraft engine installed on an engine stand. Other items may be included, as necessary and practical, in order to facilitate aircraft engine changes in the shortest possible time.

**10.296.4.** Headquarters AFLC will determine the quantity of QEC kits and adapting kits to be procured. They are procured as life-of-type items and are regulated by the quantity of spare engines procured to support engine base stocks.

**10.296.5.** AFLC/MMM will inform ALC engine manager of in-production engine procurements and will inform all ALCs by letter of the QEC requirements for procurement purposes.

**10.296.6.** When finalized, the system program manager (SPM) will furnish the total QEC kit requirement, by mission, design and series aircraft fiscal year (FY) procurement program, to the appropriate item managers (IMs) responsible for providing government furnished aerospace equipment/government furnished property (GFAE/GFP) type items required by the contractor for delivery of the kits complete with GFAE/GFP components. The SPM will also furnish a listing by aeronautical equipment reference number of the components, quantities required and/or phased schedule on which the material must be on hand at the prime contractor's plant. Complete shipping and accountability instructions will also be furnished by the SPM. The foregoing actions will be accomplished for any revisions to QEC requirements occurring throughout the production period. The SPM will be responsible for necessary follow-up action in obtaining this requirement in sufficient time for inclusion in the current FY computation.

**10.296.7.** The engine IMs (Oklahoma City and San Antonio ALCs) are responsible for furnishing the appropriate SPMs the authorized spare engine base stockage objectives by command for out-of-production engines. If the authorized base stockage objective exceeds the computed quantity, the engine IMs will also provide the appropriate SPM the computed spare engine base stockage objective. The SPMs will furnish QEC kits for each engine authorized up to the computed level. However, when the authorized level exceeds the computed level and QEC kits are available. They may be furnished to satisfy the authorized level. Procurement of QEC kits in excess of the computed spare engine stockage objective level is not authorized without the approval of AFLC.



**10.296.8.** The appropriate SPM is responsible for determining the overall requirements for QEC parts packs and adapting kits, as well as providing the maintenance and overhaul parts required to keep power packs in a serviceable condition.

**10.296.9.** Initial supply of QEC kits and adapting kits will be provided automatically by the SPM. Replacement components required to maintain the kits in serviceable condition will be requisitioned by using organizations through normal supply channels or manufactured locally if indicated by supply catalogs.

**10.296.10.** The QEC kit receipts and shipments will be processed through the base supply account and posted to the base accountable record. Assets will be reported through the AFRAMS. Asset visibility within the standard base supply system will be according to volume 2, part 2, chapter 17, (for AFLC ALC bases, see volume 3, part 2, chapter 9). On-base asset visibility and accountability will be limited to those QEC kits attached to spare engines or authorized for a spare engine and does not include accountability for QEC kits installed on aircraft.

**10.296.11.** Base activities will submit AF Form 1584, Engine Status Report, and account for propulsion units reflecting movements from raw serviceable in stock to engine build-up in maintenance and then to spare build-up configuration according to AFM 400-1, volume 2.

**10.296.12.** When the complete engine is removed from the aircraft at the time of engine change, the QEC kit will be removed from the engine and the basic engine returned to the designated repair depot. The QEC kit itself will be thoroughly cleaned and all worn parts repaired or replaced. The reconditioned QEC kit will then be assembled on a spare serviceable engine and mounting stand for installation when required.

**10.296.13.** Components may be removed from kits and adapting kits by direction of the base commander or other comparable authority, when the base stockage is such that the prime item being cannibalized is within the base operating level and the conditions are such that the approving authority deems this advisable. Components may also be removed by authority of major command when, by so doing, the base stocks are reduced below war reserve materiel requirements. Requisitions for replacement parts will be submitted as urgency of need "A" requirements. In no instance will the possessor disassemble and return to stock any QEC kit without prior approval of the SPM.

**10.296.14.** QEC kits and adapting kits no longer required or authorized for use at base level will be reported to the SPM for disposition. QEC kits not authorized for return to the SPM or for transfer to other using activities will be disassembled by the maintenance activity and all national stock numbered items will be turned in to supply for asset reporting as appropriate.

**10.297. Unused.**

**10.298. Unused.**

**10.299. Unused.**

**10.300. Unused.**

**10.301. Unused.**

## **SECTION 10W-- CONTAINER MANAGEMENT.**

**10.302. General.** This section prescribes policy and procedures for management and reuse of government-owned containers. Containers may be placed in two general categories: Specialized/long life and reusable containers, miscellaneous. Includes all types of drums, cylinders, carboys, cable reels, reusable metal packaging containers etc.

**10.303. Specialized/Long Life Containers.**

**10.303.1.** This paragraph establishes procedures to implement the policy contained in AFR 71-9 which requires maximum reutilization of specialized shipping/storage containers in order to avoid the acquisition cost of new containers. Specialized/long life reusable containers are government owned containers as defined in MIL-STD-2073-IA. These reusable containers will be assigned expendability, recoverability, reparability category (ERRC) code "T" and managed as numeric stockage objective type items. They will be catalogued as federal supply class (FSC) 8140 or 8145.

**10.303.2.** When active, containers will not be separately accounted for but will be considered part of and identified to the contents. When active (in use), containers will be assigned the same materiel management aggregation code (MMAC) of the contents, if applicable. When containers are no longer required for the item stored therein the FSC manager for containers will remove the MMAC upon receipt of notification from the system manager/item manager (SM/IM) that no further requirement exists for the container. If the contents of an active container do not have an MMAC assigned, the container will be managed by the appropriate FSC manager. Funds needed for new procurement, depot repair or modification of the containers will be provided by the organization managing the item stored within the applicable container. Repair is authorized up to 75 percent of the stock list price.

**10.303.3.** When a base receives an item in a reusable container, the empty container will be retained for return of unserviceable/reparables to the repair activity. If no reparables are to be returned, the base will consult the applicable special packaging instruction (SPI) to determine the national stock number (NSN) or the MIL-STD-130 markings on the container. As the SPI number does not contain the MMAC, the base supply activity will add the MMAC to the NSN as appropriate and report excess FSC 8145/8140 containers to the SM/IM.

**10.303.4.** Excess containers are those which are no longer required for the use for which they were designed. The SM/IM will declare a container excess when either or both of the following conditions are met:

**10.303.4.1.** The container is no longer required for a specific item for which the SM/IM is manager or other items prescribed by the SPI.

**10.303.4.2.** Quantities of containers exceed total AF requirements to support items prescribed for the SPI. The quantity excess will be only that for which there are no known requirements. Management responsibilities will not be transferred to the prime FSC manager until no requirement exists for the container.

**10.303.5.** Bases operating under the standard base supply system will report excess containers to the FSC manager only when no known requirement exists. AFLC (depot supply) bases operating on the D033 system will report by account "99" procedures. Wholesale assets will be accounted for in the AFLC depot supply account with the memorandum balance to the IM.

**10.303.6.** System managers/system program offices (SPOs) requiring containers for new items will contact Warner Robins ALC for 8145 and Ogden ALC for 8140 supply class containers and the "USA" Container Design Retrieval System, Eglin AFB FL, with their requirements. Those agencies will advise the SM/SPO of any existing designs and the number of corresponding excess containers which will satisfy their requirements. At the acquiring ALC, DS will:

**10.303.6.1.** Establish the FSC 8145 or FSC 8140 container NSN/item identity on the SPI for the system or end item.

**10.303.6.2.** Provide DS engineering support to the IM/SM for procurement of new containers and for redesign of the interior shock mitigating devices required to use the containers for a purpose other than that for which they were originally acquired.

**10.303.6.3.** Review containers which are declared excess by the IM/SM for local reuse prior to their being reported excess to the FSC 8140 or 8145 IM.

**10.303.6.4.** Review the inactive container list provided by the FSC manager for reuse potential.

**10.303.6.5.** Determine if an inactive container is avail-able which can be used as is or can be modified to meet the SM/IM requirements before a buy is initiated for a new specialized/long life container. This includes review of the Air Force inactive container list and interrogation of the Container Design Retrieval Systems at Eglin AFB FL using procedures in MILSTD-1510. The FSC manager will not, except for its own prime items (active containers), have procurement, repair or engineering responsibility for the inactive containers.

**10.303.7.** Excess containers in FSC 8140 or 8145 will have the disposal freeze code applied causing the asset to be stratified in the contingency segment of the consolidated secondary item stratification and to not overlay to excess products. Excess containers for potential reuse will be held up to three years. After three years, the FSC manager will determine if disposal action is appropriate. Otherwise, the container will be disposed of only if it has been condemned. Condemnations will be reported through AFRAMS to the SM/IM. Condemned containers will be inspected to ensure that they are empty prior to transfer to DRMO.

**10.303.8.** Assets will not be transferred to the DRMO in reusable containers. Instead, the assets will be removed from the container; protected with appropriate blocking, bracing and cushioning, and be placed in a suitable wooden or fiberboard disposable container as necessary. The empty container will then be reclaimed by the base reusable container program or accounted for and reported as excess as outlined in this paragraph. Every effort will be made to reuse specialized/long life containers to include redistribution to other AF activities with a valid need prior to processing as excess. Specialized/long life containers which are needed at other AF activities will be redistributed on DD Form 1149 or DD 1348-1 prepared off-line, annotated "do not post to supply records" and shipped by the least costly mode of transportation. Containers that are separately accounted for will be redistributed only by the direction of the IM/SM. Engine containers and shipping devices are separately accounted for in the comprehensive engine management system (CEMS). Instructions for reporting are contained in TO 00-85-20 and AFM 400-1.

**10.303.9.** Specialized/long life containers received from other services with DMISA items for repair will be reclaimed and reused to pack serviceable items for shipment. Excess DMISA containers will be reported to the owning service for redistribution instructions. DMISA containers of other services will not be turned in to AF supply systems unless otherwise specified.

**10.303.10.** Redistributed containers will be inspected to ensure that they are empty prior to shipment.

#### **10.304. Containers, Miscellaneous.**

**10.304.1.** The term containers, as used in this paragraph, includes all types of drums, cylinders, carboys, cable reels, reusable metal packaging containers, gasoline sample kits and container assemblies, engine containers and associated packaging materiel, and shipping components. The term does not apply to containers for perishables such as milk or beverage cartons or bottles, egg crates, etc., which are nonreturnable.

**10.304.2.** The fuels management officer (FMO) is responsible for the receipt, handling and disposition of all containers which are utilized for items categorized as aviation fuels and of oils, missile propellant items, and ground fuels. Formal accounting records will be maintained covering the receipt, issue, and subsequent

disposition of all government-owned heavy gauge special purpose drums, utilized for nitric acid and hydrazine, and specialty cylinders utilized for liquid propellants. Government-owned gas cylinders will be processed as outlined below. Formal accounting will also be utilized to maintain documentation covering the receipt, issue and subsequent disposition of 16-and 18- gauge government-owned drums, including MIL-D-6054 drums furnished by other services under interservice supply support agreements. Contractor/furnished containers will be processed as outlined in part three, chapters 1 and 4.

**10.304.3.** Gasoline sample containers may be either recoverable, i.e., kit sampling for aviation fuels, NSN 8115-00-719-4111, or expendable, such as the sample and specimen shipping container assemblies consisting of sample cans with fiberboard overpacks. Both of these containers are utilized by activities submitting fuel and lubricant samples to aerospace fuels laboratories for testing and will be processed as follows:

**10.304.3.1.** Issue of these containers will be limited to personnel specifically designated as responsible for handling and sampling aircraft fuels and lubricants received and/or stored at an AF activity.

**10.304.3.2.** Shipments of aircraft fuel and lubricant samples will be made by the most expeditious means consistent with normal practice to the AF aerospace fuels laboratory servicing the geographic area in which the activity is located. Directed shipments will also be made to the laboratory located at Wright-Patterson AFB, as required. Copies of each release document for NSN 8115-00-719-4111 will be maintained by the FMO in the base fuels account together with related receipt and issue documents.

**10.304.3.3.** If the laboratory is located on an AF base, documents covering sample receipts will not be posted as an increase to the FB account. A notation or reference to this paragraph will be made on the receipt document as authority for not posting and for issuing the containers to the laboratory for analysis of the samples. The laboratory will acknowledge receipt from the FB account.

**10.304.3.4.** Each laboratory will maintain an informal register reflecting all receipts of recoverable sampling kits. This register will reflect the date of receipt and the quantity received. It will further indicate the quantity returned to the submitting activities. A jacket file of documentation covering receipts and returns will be maintained for each activity submitting samples for test.

**10.304.3.5.** Expendable container assemblies will be processed as scrap when testing is complete. Recoverable sampling kits will be returned to the FMO or the contractor location submitting the sample, unless otherwise directed.

**10.304.3.6.** Recoverable sampling kit local excesses will be reported by letter or message to the ALC, Attn: N, which is designated as AF FSC IM in part 2, chapter 2.

**10.304.4.** Government owned compressed gas cylinders will be processed as outlined below.

**10.304.5.** Engine containers will be processed according to specification MIL-C-5584A and TO 00-85-20.

**10.304.6.** Non-reusable containers received as a result of MILSTRIP requisitions from supply sources other than AR IM will be considered as part of the item cost and will not be picked up on the accountable records. They may be processed directly to DRMO when contents are exhausted.

**NOTE:** This does not apply to government owned or vendor compressed gas cylinders, which are to be processed according to paragraphs 10.304.7. and 10.305. respectively. (See paragraph below for criteria applicable to specialized/long life and reusable shipping and storage containers.)

**10.304.7.** Returnable containers received from vendors through base procurement action will be processed as follows:

**10.304.7.1.** Containers will be marked or tagged to show the contractor's name, purchase or delivery order, contract number, and other information required to identify the vendor.

**10.304.7.2.** A list of containers to be returned will be included in vendors' release documents and receiving documents covering receipt of materiel. Such lists will include serial numbers of containers, if applicable, the name of the contractor to whom containers are to be returned, expiration date of the time limit for return of containers, if applicable, and any other information which will facilitate the return of containers to avoid incurring additional expense to the government.

**10.304.7.3.** Procurement will consider the purchase action complete upon receipt of the materiel by supply. The government will take title to all returnable containers with returns for credit being processed at the option of supply.

**10.304.7.4.** Supply will maintain a bank of government-owned (or paid deposit) returnable containers consistent with the stock level established for the item involved.

**10.304.7.5.** Supply will maintain accountable records on all returnable containers when:

**10.304.7.5.1.** The cost of the container is not included in the contract line item price and the vendor or the vendor's agent has requested return of the container. Containers included in the cost of the contents will be processed in the same manner outlined above. (This does not apply to vendor-owned gas cylinders which will be accounted for and returned to the vendor for credit regardless of the cost.)

**10.304.7.5.2.** The cost of the cylinder is included in the contract line item price and the vendor will grant credit if the container is returned. Supply will account for these containers as a stock fund asset.

**10.304.7.6.** Supply will coordinate returns of all returnable containers with the original vendor or comparable trade source. The local disposal value will be considered when determining whether containers will be returned to the contractor. Whenever marking, packing, accounting, and transportation costs involved in effecting return to the vendor, plus the disposal value, exceed the vendor's refund, the containers will not be returned but will be processed according to chapter 3.

**10.304.7.7.** When containers are returned to the vendor or the authorized agent, the DD Form 1348-1 will be used to ship the containers. Off-line shipping documents will be prepared and annotated with "DO NOT POST" for containers whose accountability is being maintained on manual records. Shipping documents for containers whose accountability is maintained on the supply account will be prepared using normal shipment procedures. Two copies of the shipping document will be forwarded to accounting and finance for necessary action. The shipping document will cite the contract number and if applicable, the contract item number.

**10.304.8.** Policy guidance on reusable containers is provided in AFR 71-9.

### **10.305. Management Of Government-Owned Cylinders, FSC 8120, Delivered To Contractors And Other Government Agencies For Refilling.**

**10.305.1.** Government-owned gas cylinders having ERRC designators "ND2" or "NF2" in possession of base activities will be assigned equipment management code "I" and issued by the chief of supply and controlled by the using activity.

**10.305.2.** The required number of cylinders stocked in the standard base supply system will be established based on the stock level of gas maintained.

**10.305.3.** When a requirement for gas exists at CONUS activities, base supply will ship the required number of cylinders to either the GSA supply schedule contractor or the contractor designated by the San Antonio ALC

product item manager for filling/repair. Normally, cylinders shipped for filling are exchanged on a cylinder-for-cylinder basis and do not require accounting by serial number. However; when cylinders are shipped to the filling agency and costs of services such as valve replacement, hydrostatic testing, etc., are not included in the basic price of the gas, the ordering agency/base will use the cylinder serial number as a means of control. If it is impractical for the contractor to return the same serial number cylinders, the contractor may substitute different cylinders. The contractor's documentation must indicate which cylinders were substituted against the number turned in for maintenance. Helium cylinders will be shipped as outlined below.

**10.305.4.** Base supply at overseas bases will ship empty cylinders to local supply sources designated by either San Antonio ALC or the Defense Fuels Supply Center for filling/repair or to the designated DFSC depot for credit against requisitions submitted for gas-in-cylinder items. Excess empty cylinders not applicable to requisitions submitted for gas-in-cylinder items will be reported to Defense General Supply Center (DGSC) according to chapter 3, section 3B.

**10.305.5.** All empty helium cylinders will be returned to the AF Cylinder Bank, Bureau of Mines Helium Plant, Soncy, TX. This supplier is authorized to retain a bank of government-owned cylinders in lieu of refilling and returning the identical cylinders delivered by the using base. The accountability for empty cylinders sent to the bank will be transferred to and controlled by MHA-AFP, the account symbol for the Bureau of Mines Helium Activity-Air Force Cylinder Pool. Control of helium cylinders while in the possession of base activity will also be exercised as outlined above.

**NOTE:** Vendor-owned compressed gas cylinders will be processed as outlined below.

**10.306. Unused.**

**10.307. Unused.**

**10.308. Unused.**

**10.309. Unused.**

**10.310. Unused.**

**10.311. Unused.**

**10.312. Unused.**

**10.313. Unused.**

**10.314. Unused.**

**10.315. Unused.**

**SECTION 10X-- RESERVED.**

**10.316. Unused.**

**10.317. Unused.**

**10.318. Unused.**

**10.319. Unused.**

**10.320. Unused.**

**10.321. Unused.**

**10.322. Unused.**

**10.323. Unused.**

**10.324. Unused.**

**10.325. Unused.**

## **SECTION 10Y—ACCOUNTING FOR PROPERTY ISSUED TO SERVICES (MORALE, WELFARE AND RECREATION (MWR) ACTIVITIES.**

**10.326. General.** This section prescribes policy and procedures for issue of supplies and equipment to Services (SV) MWR activities and is applicable to all Air Force activities.

### **10.327. Issue, Accountability And Disposition.**

**10.327.1.** Equipment items. Appropriated fund-acquired equipment items (including investment equipment) may be issued to SV MWR work centers according to the assigned categories of SV activities as depicted in AFI 65-106, *Appropriated Fund Support of Morale, Welfare, and Recreation and Nonappropriated Instrumentalities*, Chapter 2. This provision includes equipment items which are reflected in applicable Air Force Allowance Standards (AS) and otherwise authorized for issue under the purview of the Air Force Equipment Management System (AFEMS), real property installed equipment (RPIE), and collateral equipment items that are included as part of approved SV construction projects. The issue of such equipment items to SV MWR activities is subject to the following constraints and limitations:

**10.327.1.1.** All of the above types of appropriated fund-acquired equipment may be issued to category A and B activities, provided that the equipment item(s) meet the funding support criteria established in AFI 65-106. Appropriated fund support is not authorized to acquire or maintain equipment related directly to and used for the selling of nonappropriated fund (NAF) goods and services except on a NAF reimbursable basis.

**10.327.1.2.** Appropriated fund equipment support for SV clubs is limited to the essential feeding portion of officers, enlisted and consolidated clubs. Authorized equipment for this category is investment equipment items in support of food preparation. Such equipment support is not authorized for separately located clubs, snack bars, bar areas, party rooms and other areas not actually used for essential feeding.

**10.327.1.3.** Appropriated fund equipment support for SV activities (common support services activities) is limited to those equipment items (general administrative, office equipment, furniture and furnishings) required for executive control and essential command supervision.

**10.327.1.4.** The issue of appropriated fund-acquired equipment to SV activities is not authorized, except on a NAF reimbursable basis.

**10.327.2.** Supply items. Appropriated fund-acquired expendable and consumable supplies (including recoverable-type items that are not subject to formal equipment accountability) may also be issued to SV MWR work centers according to the assigned categories of SV activities, as depicted in AFI 65-106. This provision includes items normally ordered through supply channels (stock fund, nonstock fund, central and local purchase (LP), base LP and General Service Administration (GSA) self-service store items, aircraft spares and spare parts, bench stock, ground and aviation POL, and related items required for SV operations and the maintenance and upkeep of authorized and possessed appropriated-fund equipment). The issue of such supplies to SV MWR activities is subject to the following constraints and limitations:

**10.327.2.1.** Appropriated fund-acquired expendable, consumable and recoverable (non-Equipment Authorization Inventory Data (EAID)) supplies of all types may be issued to SV MWR activities provided that the items(s)

meet the funding support criteria established by AFI 65-106. Appropriated-fund support is not authorized to acquire or maintain equipment related directly to and used for the selling of NAF goods and services except on a NAF reimbursable basis. Such items must be acquired by NAF acquisition sources.

**10.327.2.2.** Appropriated fund-acquired administrative and housekeeping supplies may be issued to all categories of SV activities as required for executive control and essential command supervision.

**10.327.2.3.** Appropriated fund-acquired aircraft components, spares and spare parts peculiar to Air Force-owned aircraft may be issued to SV aero clubs on a NAF reimbursable basis to the extent that such action does not conflict with the primary mission of a base and when the item(s) are not required to meet operational needs of primary mission aircraft.

**10.327.2.4.** Appropriated fund-acquired bench stock spares, spare parts, components, bits and pieces may be issued to the following SV MWR activities under the conditions indicated:

**10.327.2.4.1.** Appropriated fund bench stock is authorized for all SV activities to maintain, repair, overhaul or rework appropriated fund-owned equipment authorized as RPIE and appropriated fund-owned/leased aero club aircraft. This provision includes bench stock support for those items of equipment that are authorized to be acquired with appropriated funds but, because of lack of these funds, are purchased with NAFs and title has been transferred to an appropriated fund account (EAID or RPIE).

**10.327.2.4.2.** Appropriated fund-acquired bench stock items may be issued to aero clubs for use on NAF aircraft on a NAF reimbursable basis.

**10.327.2.5.** Aviation POL may be issued to aero clubs on a NAF reimbursable basis.

**10.327.2.6.** Ground POL may be issued to all SV MWR activities subject to the following conditions:

**10.327.2.6.1.** Appropriated fund-acquired ground POL may be issued to SV activities for support of “official use” NAF-acquired vehicles and those appropriated fund-acquired “official use” vehicles authorized by AS-019 and processed on dispatch by the SV activities concerned.

**10.327.2.6.2.** Appropriated fund-acquired ground POL may be issued for support of approved and “official use” group transportation (bus) trips sponsored by SV activities and for other “official use” trips required for SV command management functions.

**10.327.2.6.3.** Appropriated fund-acquired ground POL may be issued to all other categories of SV MWR activities on a NAF-reimbursable basis, for support of all other NAF and Defense Reutilization and Marketing Office (DRMO)-acquired vehicles.

**10.327.2.6.4.** Appropriated fund fuels are not normally authorized to be issued for support of recreational-type vehicles and watercraft. The base commander, however, may authorize the issue of such fuels, on a NAF reimbursable basis, when exchange outlets are not nearby and when such action is deemed in the best interest of the base mission.

**10.327.2.7.** Commissary foodstuffs and related stock fund commodities may be issued to SV snack bars and clubs on a NAF reimbursable basis.

**10.327.3.** Excess property. All SV activities are authorized the use of excess and surplus appropriated fund property. Items of equipment prescribed by AS or otherwise authorized and required to be accounted for on formal accountable documents (EAID or real property records) must be withdrawn and issued by the Chief of Supply, DoDAAC account. All other items may be withdrawn direct from the DRMO and/or issued to the SV



activities concerned by the FF series assigned DoDAAC account. M1 withdrawal and issue actions will be in accordance with the priorities and provisions established in Volume 6. The following provisions apply:

**10.327.3.1. General excess and surplus provisions include:**

**10.327.3.1.1.** Surplus property in the possession of the DRMO activity.

**10.327.3.1.2.** Declared service excess or DoD excess property authorized for transfer to the DRMO activity.

**10.327.3.1.3.** Declared service excess or DoD excess property in the DRMO activity which has not been listed on SF 120, **Report of Excess Personal Property**.

**10.327.3.1.4.** Declared service excess or DoD excess property listed on SF 120 after receipt of approved withdrawal from the applicable screening agency according to AFMAN 23-110, Volume 6.

**10.327.3.1.5.** Items coded "JBD" in stock lists, if available, from the item manager (IM).

**10.327.3.2.** Excess or surplus vehicles which have reached or exceeded their life expectancy under the provisions of TO 36A-I-70 may be issued to the SV program provided that all future expenses required for the maintenance, repair and operation of the vehicle(s) are supported solely with NAFs. Appropriated funds will not be authorized or used for the operations or maintenance of such vehicles.

**10.327.4. Property Accountability.**

**10.327.4.1.** Appropriated fund equipment items issued will be accounted for on appropriated EAID or real property records (as applicable) under the provision of AFI 34-204, *Air Force Outdoor Recreation Program*.

**10.327.4.2.** Appropriated fund expendable, consumable, or recoverable items issued will be accounted for under the provisions of AFI 34-204.

**10.327.4.3.** Appropriated fund bench stock items issued will be accounted for by established bench stock support procedures.

**10.327.4.4.** Aviation and ground POL issued will be accounted for in accordance with established resource management POL accounting procedures.

**10.327.4.5.** Excess and surplus property issued will be accounted for under the provisions of AFI 34-204.

**10.327.5. Property Disposition.**

**10.327.5.1.** Appropriated-fund property acquired from the DRMO by a Nonappropriated Fund Instrumentality (NAFI) will be turned in directly to the DRMO when no longer required or unserviceable.

**10.327.5.2.** Appropriated-fund property acquired through supply channels and accounted for on formal accountability records will be turned in to the chief of supply when no longer required.

**10.327.5.3.** Appropriated-fund expendable property acquired through supply channels will be turned in directly to DRMO when no longer serviceable. Unserviceable expendable items coded sensitive and serviceable excess will be turned in to the chief of supply.

**10.327.5.4.** Appropriated-fund reparable property acquired through supply channels will be turned in to the chief of supply.

**10.328. Unused.**

**10.329. Unused.**

**10.330. Unused.**

**10.331. Unused.**

**10.332. Unused.**

**10.333. Unused.**

**10.334. Unused.**

**10.335. Unused.**

## **SECTION 10Z-- REJECTION AND ROUTING OF TRANSACTIONS.**

### **10.336. Rejection Of Transactions.**

**10.336.1.** General. During the processing of MILSTRAP transactions, the receiving inventory control point/integrated materiel manager (ICP/IMM) will edit the transactions prior to updating inventory and financial records. Errors detected during this edit process fall into three basic categories:

**10.336.1.1.** Errors which the ICP/IMM can correct and continue processing.

**10.336.1.2.** Errors which concern a specific data element in the transaction and cannot be processed.

**10.336.1.3.** Errors which indicate that the submitter has not received or processed the latest cataloging management data. This category of transactions is corrected and processed by the ICP/IMM and an item correction/change notification is forwarded to the submitter in the form of a document identifier code "DZB" storage item data correction/change transaction (attachment 10Z-1).

**10.336.2.** ICP/IMM responsibilities. The ICP/IMM will establish editing procedures related to the processing of MILSTRAP transactions. Errors detected which can be corrected and processed without rejection to the submitter will be corrected by the ICP/IMM. Transaction errors which cannot be corrected and processed by the ICP/IMM will be rejected to the submitter for action.

**10.336.3.** Rejected transactions. Rejected transactions will be prepared in the format shown in section 10F, attachment 10F-6 and identified by document identifier code "DZG." The document identifier code of the incoming rejected transaction will be shown in record position (rp) 57-59 and the appropriate reject advice code (section 10F, attachment 10F-7) or MILSTRIP status code (section 10F, attachment 10F-6), will be placed in rp 79-80. Activities in receipt of document identifier code "DZG" transaction rejects will take such action as indicated by the reject advice code.

### **10.337. Routing Of Transactions.**

**10.337.1.** Submission of MILSTRAP transactions through the defense automatic addressing system (DAAS). Whenever the submitter has access to an AUTODIN terminal the following MILSTRAP logistics asset support estimate (LASE) and special program requirement (SPR) transactions will be submitted by AUTODIN through the DAAS for routing to the source of supply.

**Table 10.6. Transaction Codes.**

| <b>CODE</b> | <b>DOCUMENT TITLE</b>                    |
|-------------|--|
| DTA         | Asset Support Request                    |
| DTD         | Asset Support Request Follow-up          |
| DYA         | Special Program Requirement Request      |
| DYC         | Special Program Requirement Cancellation |

|     |   |
|-----|---|
| DYD | Special Program Requirement Modifier                            |
| DYG | Special Program Requirement Substitute Item Acceptance          |
| DYH | Special Program Requirement Substitute Item Rejection           |
| DYJ | Special Program Requirement Follow-up                           |
| DYL | Special Program Requirement (Cooperative Logistics Arrangement) |

#### **10.337.2. DAAS Processing for LASE and SPR Transactions.**

**10.337.2.1.** Upon receipt of the LASE and SPR transactions, the DAAS will edit the national stock number (NSN) field of the incoming transactions and will determine if the national item identification number (NIIN) can be identified, if the federal supply class (FSC) is compatible with the NIIN, and if the transaction is directed to the correct source of supply. The DAAS will pass the transaction, reject the transaction, or effect necessary changes to process the transaction and provide appropriate status notification to the submitter as follows:

**10.337.2.1.1.** If the NIIN is valid (including NIINs coded obsolete/inactive) but the FSC and NIIN are not compatible, the DAAS will correct the FSC and will provide NSN change status notification to the submitter.

**10.337.2.1.2.** If the NIIN is valid (including NIINs coded obsolete/inactive) the DAAS will also screen the source of supply table and process as follows (note):

**10.337.2.1.2.1.** If the incoming transaction is directed to a correct non-GSA source of supply, the DAAS will pass the transaction to the activity indicated in rp 4-6.

**10.337.2.1.2.2.** If the incoming transaction is directed to an incorrect source of supply and the correct source of supply is non-GSA, the DAAS will provide reroute status notification to the submitter as prescribed in paragraph 10.337.3. and will reroute the transaction to the correct source of supply.

**10.337.2.1.2.3.** If the incoming transaction is directed to a correct GSA source of supply or to an incorrect source of supply but the correct source of supply is GSA, the DAAS will reject the transaction to the submitter as prescribed in paragraph 10.336.3. citing reject advice code "AX" in rp 79-80.

**NOTE:** Source of supply for obsolete/inactive items will be taken from the source of supply table when possible; otherwise, the source of supply will be the activity identified by the routing identifier code in rp 4-6 of the incoming transaction.

**10.337.2.1.3.** If the NIIN cannot be identified, the DAAS will reject the transaction to the submitter as prescribed in paragraph 10.336.3. citing reject advice code "AD" in rp 79-80.

**10.337.3.** DAAS preparation of status notification. The DAAS will prepare and transmit appropriate status notification(s) to the submitter based on the action(s) taken. Status notifications will be prepared in the format shown in section 10F, attachment 10F-9 and will be identified by document identifier code "DZ9." The document identifier of the original transaction will always be shown in record position (rp) 57-59.

**10.337.3.1.** A status notification will be prepared whenever the FSC was corrected in the incoming transaction. The correct FSC will be reflected in rp &11 and status code "HG" (section 10F, attachment 10F-6) will be entered in rp 79-80.

**10.337.3.2.** A status notification will be prepared whenever in incoming transaction was rerouted. The routing identifier code of the correct source of supply will be reflected in rp 67-69 and status code "BM" (section 10F, attachment 10F-10) will be entered in rp 79-80.

**10.337.3.3.** When a status notification is prepared, the document identifier of the incoming transaction will be shown in rp 57-59 of the status notification.

**10.337.4.** Processing status notifications and transaction rejects by recipients.

**10.337.4.1.** When MILSTRAP document identifier code "DZ9" status notifications with status code "EM" (section 10F, attachments 10F-9 and 10F-6) are received on MILSTRAP transactions, the recipient will update internal LASE/SPR records to reflect the source of supply routing identifier code entered in rp 67-69, of the status notification.

**10.337.4.2.** When document identifier code "DZ9" MILSTRAP status notifications with status code "HG" (section 10F, attachments 10F-9 and 10F-10) are received on MILSTRAP transactions, the recipient will update internal LASE/SER records to reflect the FSC entered in rp 8-11 of the notification. If the status notification is for an SPR transaction, the originator will review the NSN (FSN and NIIN) to ensure the SPR being processed is for the desired item. If the NSN is not the desired item, the originator will submit an SPR cancellation, document identifier "DYC," to the source of supply.

**10.337.4.3.** Transaction rejects will be processed in accordance with the paragraphs.

**10.337.4.4.** Recipients of a MILSTRAP status notification will notify other activities requiring knowledge of the change and will ensure all future transactions submitted for the document number reflect the change identified by the MILSTRIP status code in the notification.

**10.338. Unused.**

**10.339. Unused.**

**10.340. Unused.**

**10.341. Unused.**

## **SECTION 10AA-- CONTROL OF WEAPONS FOR THE AIR FORCE SHOOTING TEAM.**

**10.342. Purpose.** This section provides policy, assigns responsibilities and includes procedures for the criteria and establishment of the control of weapons to be utilized solely by the Air Force shooting team.

**10.343. Exclusions.** Public law 10 USC 138 applies to and addresses the procurement of military weapons to be used specifically for military application, not competitive application. Weapons to be procured for the Air Force shooting team are not for military application; will not be included on a table of allowance (TA) and will be controlled by serial number to a specific individual.

**10.344. Responsibilities.**

**10.344.1.** Air Force shooting team weapons will be controlled by the shooting team director or his/her designated representative. Requisitioning will be accomplished by Lackland AFB TX, SRAN FE3047. Procedures outlined below concern both centrally and locally procured weapons.

**10.344.1.1.** Requisitioning:

**10.344.1.1.1.** HQ AFMPC/DPMSRS will provide to AFMTC/LGSME an equipment request showing quantities, national stock numbers (NSNs), national stock numbers and type of match weapons required.

**10.344.1.1.2.** AFMTC/LGSME will establish authorizations under an account specifically set up for the Air Force shooting team.

**10.344.1.1.3.** Weapons which are centrally procured need only cite appropriate NSN in TA 144, part C. Normal requisitioning and reporting apply.

**10.344.1.1.4.** Weapons which must be procured locally, will require establishment of "P" type stock number under FSC 1005. Budget code "9," routing identifier "JBB," controlled item code "4" will apply. DD Form 1348-6, DOD Single line Item Requisition System Document (Manual - Long Form), for each type weapon will accompany the equipment request. Authorizations for these stock numbers will cite allowance source code (ASC) 1440000 (alpha). Special allowance flag L applies.

**10.344.1.2.** Receipt/control:

**10.344.1.2.1.** Receipt of centrally procured weapons requires reporting as specified in volume 2, part 2, chapter 5, section 5B.

**10.344.1.2.2.** Receipt of locally procured weapons will require AFMTC/LGSPD to assign a temporary local AF identifying number in accordance with paragraph 10.300.5. for reporting to WR-ALC/MMIIBD.

**10.344.1.2.3.** AFMPC/DPMSRS will be responsible for ensuring weapons are shipped through normal transportation channels to those individuals assigned as members of the Air Force shooting team. An AF Form 1297, Temporary Issue Receipt, will accompany each shipment. Individuals receiving the weapon will affix their signature to the AF Form 1297 and return to AFMPC/DPMSRS.

**10.344.1.2.4.** Individuals having control of the weapon(s) will store their weapon(s) in the local security police armory. If the weapon(s) will be used during matches or the weekend, the weapon(s) may be stored by the individual in his/her home, but only if secured by a double lock. Locks and accessory items will be funded and purchased by the individual and must be the type which would require a maximum effort be made in order to gain access to the weapon. Anyone storing their weapon(s) in their home instead of the armory facilities (where available) will have the weapon(s) removed from their use.

**10.344.1.2.5.** Personnel are responsible for weapons entrusted to them. Any use of these weapons for other than practice or competition constitutes a violation of this manual. Legal charges may be pursued against the individual if weapons are used for other than intended purposes.

**10.344.2.** Weapons requiring modification or repair will be shipped through transportation channels by individuals having possession, to the 3290th Weapons Maintenance Branch, Lackland AFB TX 78236.

**10.344.3.** Weapons no longer required will be shipped through transportation channels to Lackland AFB armory marked for the special account (account 197ST) set up at stock record account number (SRAN) FE3047.

**10.344.4.** Any movement of weapons must be coordinated with HQ AFMPC/DPMSRS, prior to shipment.

### **10.345. Statement Of Responsibility For Non-Automatic Weapons.**

**10.345.1.** Before a member of the Air Force Shooting Team is issued a non-automatic weapon, the following information will be read, discussed and the statement of responsibility will be signed in triplicate by the member:

**10.345.1.1.** Read the statement of responsibility carefully.

**10.345.1.2.** Clarify any points not clear to you with the HQ AFMPC/MPCSOS personnel.

**10.345.1.3.** Sign three copies of the statement of responsibility certifying that you fully understand the security requirements for competitive weapons, that you are capable of maintaining the level of security required, and that you will comply with all of the requirements. One signed copy will be retained by the issuing authority, you will keep a copy for your own reference, and one copy will be sent to HQ AFMPC/ DPMSOS.

**10.345.2. Statement Of Responsibility:**

I have read all the above and fully understand the requirements of security of competitive weapons. I can and will maintain the standards of security outlined above, over the weapons placed in my care and issued to me on hand receipt. I assume full and total responsibility for safeguarding weapons and equipment issued to me.

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
(Individual Receiving Weapons)

\_\_\_\_\_  
(Typed Name and SSAN of Individual)

\_\_\_\_\_  
(Unit and Location)

The above individual has read and signed this statement in my presence. I am satisfied that he/she fully understands the security requirements for competitive weapons and is capable of providing the required level of security over weapons to be issued on hand receipt. I will maintain one copy of this statement on file until such time as the individual turns in all issued weapons.

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_  
(Unit Commander/Chief, Security Police/Chief of Supply)

**10.345.3. Security of weapons and hand receipts.** Competitive marksmanship program weapons will be stored in the most secure facility available to the individual concerned to ensure availability for practice, training and competition as follows:

**10.345.3.1.** Security police arms room (all other means of storing weapons require specific approval), as indicated in (2) below.

**10.345.3.2.** If a security police armory facility is not available, individuals may store issued competitive weapons in their private residence subject to the approval of a request for exception. This request must have a letter from the unit commander explaining why armory facilities are not available. Weapons stored in private quarters must be placed in an inconspicuous location under double lock (that is, locked closet and locked gun case). Private gun vaults may be used.

**10.345.3.3.** When the residence is to be unoccupied for a period of more than three days, the individual member is responsible for making arrangements to ensure that the weapons and ammunition will be under observation during the period of his/her absence.

**10.345.4.** HQ AFMPC/DPMSOS will provide all specific travel information and restrictions applicable to the state or country in which each team member will be competing. It is the team member's responsibility to be fully aware of each state or country's laws governing the proper storage and safekeeping of the weapons while traveling. While traveling in a private automobile or public conveyance, competitive weapons will be secured in accordance with AFR 125-37, (that is, locked in the trunk of a vehicle, or in a locked container which is out of view). These weapons will be stored overnight (while away from home) in a government storage facility or local police facility. As a last resort (if above locations are inaccessible) weapons may be kept in quarters (motel, hotel, etc.) ONLY if one member of the team is always present. They will never be left overnight in a vehicle.

**10.345.5.** You must be able to identify all weapons issued to you by serial number, type and manufacturer in case of loss or theft. You must carry this information on your person and have it readily available for prompt and positive identification to the proper authorities.

**10.345.6.** Any loss of weapons or ammunition will be reported (verbally or written by the team member) to local civil police, FBI, OSI, chief of security police, (of the team member's home base) and HQ AFMPC/ DPMSOS, within seven days of loss or theft. Information which must be included when reporting is: Weapon type; serial number; circumstances prior to and following the loss or theft.

**10.345.7.** The following are previously covered requirements that are reemphasized, and some common sense precautions.

**10.345.7.1.** Never leave weapons overnight in an automobile.

**10.345.7.2.** Do not call attention to yourself or your equipment when traveling with weapons. Do not discuss with strangers that you are a shooter or that you have weapons with you. DO NOT pick up hitch-hikers. Do not place shooting related decals or bumper stickers on your vehicle.

**10.345.7.3.** Shooters must help each other be security conscious. If you see another AF competitive shooter ignoring or violating security policies, bring it to their attention and suggest how it should be done. If the violation persists, immediately advise HQ AFMPC/ DPMSOS. Any weapons loss is your responsibility.

**Attachment 10A-1**

**RESERVED**

**10A1.1. Reserved for future use.**



**Attachment 10B-1**

**RESERVED**

**10B1.1. Reserved for future use.**

**Attachment 10C-1**

**RESERVED**

**10C1.1. Reserved for future use.**

**Attachment 10D-1**  
**RESERVED**

**10D1.1. Reserved for future use.**

**Attachment 10E-1**

**RESERVED**

**10E1.1. Reserved for future use.**

## Attachment 10F-1

**LOGISTICS ASSET SUPPORT REQUEST TRANSACTION (DTA)**

**10F1.1.** This transaction is used by the inventory control point (ICP) Integrated materiel manager (IMM) to request asset support data to obtain a general estimate of the type of supply support which is available to support contingency operational projects, plans, and other important programs.

**10F1.2.** The following entries will be made by the requesting activity in the appropriate fields of the transaction:

**Table 10F1.1. Transaction Entries.**

| <b>Field Legend</b>            | <b>Record Position</b> | <b>Explanation and Instructions</b>  |
|--------------------------------|------------------------|--|
| Document Identifier Code       | 1-3                    | Enter "DTA."   |
| Routing Identifier Code (To)   | 4-6                    | Enter the routing identifier code of the ICP to which the request is directed.   |
| Request Code                   | 7                      | Enter Code "A," "B," or "C" to indicate type of information requested (atch 10F-5).  |
| National Stock Number          | 8-20                   | Enter NSN of item for which asset data is requested.   |
| Blank                          | 21-23                  | Blank.   |
| Project/Contingency Code       | 24-26                  | Significant only to originator.  |
| Routing Identifier Code (From) | 27-29                  | Enter routing identifier code identifying the activity preparing the card.   |
| Document Number                | 30-43                  | Enter MILSTRIP document number assigned by the requesting activity.  |
| Originator Code                | 44-46                  | Management Designator Code of the originator. Must be retained in the system but blanked out of the transaction prior to forwarding to the source of supply. |
| Office Symbol                  | 47-51                  | Office Symbol of the originator. Must be blanked out of the transaction prior to forwarding to the source of supply.   |
| Blank                          | 52-80                  | Blank.   |

## Attachment 10F-2

**LOGISTICS ASSET SUPPORT REQUEST FOLLOW-UP TRANSACTION (“DTD”)**

**10F2.1.** This transaction is used by the inventory control point (ICP)/integrated materiel manager (DIM) to follow up on a request for asset support data if an asset support reply transaction ("DTB") or a transaction reject card ("DZG") has not been received by the submitting activity within 15 calendar days from the date the request was submitted.

**10F2.2.** The following are the fields in the transaction:

**Table 10F2.1. Transactions Entries.**

| <b>Field Legend</b>            | <b>Record Position</b> | <b>Explanation and Instructions</b>  |
|--------------------------------|------------------------|--|
| Document Identifier Code       | 1-3                    | Enter “DTD.”   |
| Routing Identifier Code (To)   | 4-6                    | Enter the appropriate routing identifier code of the ICP to which the request is directed. |
| Request Code                   | 7                      | Enter code "A," "B," or "C" to indicate type of information requested (atch 10F-5).        |
| National Stock Number          | 8-20                   | Enter NSN of item for which asset data is requested.                                       |
| Blank                          | 21-23                  | Blank.   |
| Project/Contingency Code       | 24-26                  | Significant only to originator.  |
| Routing Identifier Code (From) | 27-29                  | Enter routing identifier code identifying the activity preparing the transaction.          |
| Document Number                | 30-43                  | Enter MILSTRIP document number assigned by the requesting activity.                        |
| Blank                          | 44-80                  | Blank.   |

## Attachment 10F-3

**LOGISTICS ASSET SUPPORT REPLY TRANSACTION ("DTB")**

**10F3.1.** This transaction is used by the inventory control point (ICP)/integrated materiel manager (DIM) to provide asset information to an activity in response to an asset support request or an asset support request follow-up. This transaction is computer generated and maybe transceived or mailed to the requesting activity as a response to the incoming request transaction ("DTA") or incoming request follow-up transaction ("DTD").

**10F3.2.** The following are the fields in the transaction:

**Table 10F3.1. Transaction Entries.**

| <b>Field Legend</b>  | <b>Record Position</b> | <b>Explanation and Instructions</b>   |
|--|------------------------|---|
| Document Identifier Code   | 1-3                    | Enter "DTB."  |
| Routing Identifier Code (To)   | 4-6                    | Enter the appropriate routing identifier code indicating the activity that requested the data.  |
| Request Code   | 7                      | Perpetuate form rp 7 of asset support request transaction. In response to a "DTD" follow-up the appropriate "J," "K" or "L" request code will be used.  |
| National Stock Number  | 8-20                   | Perpetuate NSN from rp 8-20 of asset support request transaction, except when the NSN is nonpreferred. The replacing preferred NSN will be entered and a "1" will be placed in rp 76 to indicate the existence of the preferred item. |
| Acquisition Advice Code  | 21                     | Enter AAC of the NSN in rp 8-20.  |
| Unit of Issue  | 22-23                  | Enter unit of issue of the NSN contained in rp 8-20.  |
| Project/Contingency Code   | 24-26                  | Perpetuate from cols 24-26 of asset support request transaction.  |
| Routing Identifier Code (From)   | 27-29                  | Enter the routing identifier code identifying the ICP/IMM preparing the transaction.  |
| Document Number  | 30-43                  | Perpetuate from the asset support request transaction.  |
| Quantity-Other War Reserve Materiel Requirements, Protectable (OWRMRP) | 44-49                  | Enter system OWRMRP on-hand assets, if applicable. Leave blank when there is no OWRMRP on-hand assets (note). Navy transactions contain all on-hand asset quantifies as OWRMRP assets and are not identified separately.              |
| Quantity of Total Peacetime Assets                                     | 50-55                  | Enter total system on-hand assets in condition code "A," "B," "C," and "D" (serviceable/issuable stocks), less system OWRMRP assets, if applicable. Leave blank   |

|   |       |  |
|---|-------|--|
|   |       | when there are no total system on-hand assets (note). Navy transactions can include OWRMRP assets.   |
| Quantity of Net Due-In on Contracts         | 56-61 | Enter the total quantity due-in on contract from procurement instrument sources, less the quantity on back order, if applicable. Leave blank whenever there is no net due-in from contract quantity (note).  |
| Quantity of Net Due-In on Purchase Requests | 62-67 | If applicable, enter the total quantity due-in on purchase request from procurement instrument sources, less any quantity on back order that was not applied to net due-in on contract. Leave blank whenever there is no net due-in from purchase request quantity (note). |
| Quantity of Quarterly Forecast Demands      | 68-72 | Enter the system quarterly forecast of demands, if applicable. Leave blank whenever there is not quarterly forecast for demand (note).   |
| Procurement Lead Time                       | 73-75 | Enter the procurement lead time, in months (two whole numbers; one decimal) (note).  |
| National Stock Number Indicator             | 76    | Enter "1" when the NSN in rp 8-20 of the asset support request transaction is replaced by the preferred/head of the family NSN. "T" replacing preferred NSN is entered in rp 8-20 of this output transaction.  |
| Reply Date                                  | 77-80 | Enter the last digit of the year and the Julian day when this reply was prepared.  |

**NOTE:** Zero fill left of significant digits. Whenever the quantities exceed the fields allocated, fill the field with "9s."



## Attachment 10F-4

**LOGISTICS ASSET SUPPORT (BACK ORDER CONDITION) REPLY TRANSACTION ("DTC")**

**10F4.1.** This transaction is used by the inventory control point (ICP)/integrated materiel manager (ICP) to provide asset and back order information to an activity in response to an asset support request or an asset support request follow-up. The transaction is computer generated and may be transceived or mailed to the requesting activity as a response to the incoming request transaction or incoming request follow-up transaction.

**10F4.2.** The following are the fields in the keypunched card:

**Table 10F4.1. Transaction Entries.**

| Field Legend                               | Record Position | Explanation and Instructions  |
|--|-----------------|---|
| Document Identifier Code                   | 1-3             | Enter "DTC"   |
| Routing Identifier Code (To)               | 4-6             | Enter the appropriate routing identifier code indicating the activity to receive the requested data.  |
| Request Code                               | 7               | Perpetuate from rp 7 of asset support request transaction.  |
| National Stock Number                      | 8-20            | In response to a "DTD" follow-up the appropriate "J," "K" or "L" request code will be used. Perpetuate NSN from rp 8-20 of asset support request transaction, except when the NSN is nonpreferred. The replacing preferred NSN will be entered and a "1" will be placed in rp 76 to indicate the existence of the preferred item. |
| Acquisition Advice Code                    | 21              | Enter AAC of the NSN in rp 8-20.  |
| Unit of Issue                              | 22-23           | Enter unit of issue of the NSN contained in rp 8-20.  |
| Project/Contingency Code                   | 24-26           | Perpetuate from rp 24-26 of asset support request transaction.  |
| Routing Identifier Code (From)             | 27-29           | Enter the routing identifier code identifying the ICP/IMM preparing the transaction.  |
| Document Number                            | 30-43           | Perpetuate from the asset support request transaction.  |
| Quantity of Issuable Assets                | 44-49           | Enter the total quantity of on-hand assets which consists of OWRMRP and condition code "A," "B," "C" and "D" (serviceable) stocks. Leave blank when there are no on-hand assets (note). Navy transactions contain all on-hand asset quantities as OWRMRP assets and are not identified separately.                                |
| Total System Back order Quantity, Priority | 50-53           | Enter total system back order quantity of priority designators 01-08. Include both back   |

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|   |       |  |
|---|-------|--|
| Designators 01-08   |       | order on contract or purchase request for direct delivery and other orders (note).   |
| Total Service Back order Quantity Priority Designators 01-08  | 54-57 | Enter total back order quantity of priority designators 01-08 applicable to the parent service of the activity initiating the asset support request (note).  |
| Total System Back order Quantity, Priority Designators 09-15  | 58-61 | Enter total system back order quantity of priority designators 09-15. Include quantifies on direct delivery and other back orders (note).  |
| Total Service Back order Quantity, Priority Designators 09-15 | 62-65 | Enter total back order quantity of priority designators 09-15 applicable to the parent service of the activity initialing the asset support request (note).  |
| Due-In Date   | 66-68 | Enter the last digit of the year and two digits for the month when the first scheduled contract or purchase request delivery is due.   |
| Zero Back Order Date  | 69-71 | Enter the last digit of the year and two digits for the month when the scheduled delivery of the aggregate quantities of due-ins will be sufficient to satisfy current back orders plus demands forecasted to occur during the interim period from the current date to the date when cumulative assets (due-ins) exceed cumulative anticipated demands plus current back orders. |
| Quarterly Forecast Demand                                     | 72-75 | Enter the system average quarterly forecast of demands, if applicable. Leave blank whenever there is no quarterly forecast of demands.   |
| National Stock Number Indicator                               | 76    | Enter "1" when the NSN is re 8-20 of the asset support request transaction is replaced by the preferred/head of the family NSN. The replacing preferred NSN is entered in rp 8-20 of this output transaction.  |
| Reply Date  | 77-80 | Enter the last digit of the year and the Julian day when this was prepared.  |

**NOTE:** Zero fill left of significant digits. Whenever the quantities exceed the field allocated, fill the field with "9s." If there are no quantities on back order, rp 50-65, as applicable, will be blank.

**Attachment 10F-5****ASSET SUPPORT REQUEST CODES**

**10F5.1.** These codes identify the type of data requested and furnished by the asset support requests.

**10F5.2.** The appropriate code will be entered in record position 7.

**Table 10F5.1. Request Codes.**

| <b>Code</b> | <b>Explanation</b>  |
|-------------|---|
| A           | Request for asset data. Input of this code results in output of an asset support reply card document identifier “DTB.”                          |
| B           | Request for back order data. Input of this code results in output of asset support reply card (back order condition) document identifier "DTC.” |
| C           | Request for both asset and back order data. Input of this code results in output of both document identifier “DTB” and “DTC.”                   |
| J           | Follow-up request for asset data. Results in output of a “DTB.”   |
| K           | Follow-up request for asset data. Results in output of a “DTC.”   |
| L           | Follow-up request for both asset and back order data. Results in output of a "DTB” and a "DTC.”   |

## Attachment 10F-6

## TRANSACTION REJECT TRANSACTION ("DZG")

**10F6.1.** The following entries will be made by the preparing activity in the appropriate fields of the transaction.

**Table 10F6.1. Transaction Entries.**

| Field Legend                     | Record Position | Entries and Instructions  |
|----------------------------------|-----------------|---|
| Document Identifier Code         | 1-3             | Enter document identifier code "DZG."   |
| Routing Identifier Code (To)     | 4-6             | Enter the routing identifier code identifying the activity which the transaction is being submitted.  |
| Other fields                     | 7-56            | Perpetuate data from the incoming transaction being rejected.   |
| Rejected Document Identification | 57-59           | Enter the document identifier code from rp 1-3 of the incoming transaction being rejected.  |
| Other fields                     | 60-66           | Perpetuate data from the incoming transaction being rejected.   |
| Routing Identifier Code          | 67-69           | Enter routing identifier code of correct manager, if known, when code "AB" is indicated in rp 79-80; otherwise, perpetuate data from the incoming transaction being rejected. |
| Other field                      | 70-78           | Perpetuate data from the incoming transaction being rejected.   |
| Dual Use                         | 79-80           |   |
| Reject Advice Code               | (79-80)         | Enter the appropriate code from attachment 10F-7.   |
| MISTRIP Status Code              | (79-80)         | Enter the appropriate code from attachment 10F-10.  |

**Attachment 10F-7****REJECT ADVICE CODES**

**10F7.1.** The following advice codes will be used to reject asset support requests for the reasons indicated:

**Table 10F7.1. Reject Codes.**

| <b>Code</b> | <b>Definition</b>   |
|-------------|---|
| AA          | Rejected. Document identifier invalid.  |
| AB          | Rejected. Submitted to the incorrect manager. Routing identifier code of the correct manager indicated in rp 67-69, if known.   |
| AD          | Rejected. Stock number or part number unidentifiable.   |
| AF          | Rejected. Document number is invalid.   |
| AT          | Rejected. Asset support request code invalid or blank.  |
| AU          | Rejected. Asset support request is for an item not centrally managed and stocked (acquisition advice codes "F," "L," "P" or "W").   |
| AV          | Rejected. Activity identified in rp 30-35 and/or rp 27-29 is not authorized to submit asset support requests  |
| AX          | Rejected. GSA is source of supply for requested logistics asset support estimate (LASE) or special program requirement (SPR). GSA does not participate in MILSTRAP LASE and SPR procedures. If required, submit funded DOD MILSTRIP requisition citing applicable required delivery date. |

**Attachment 10F-8**

**RESERVED**

**10F8.1. Reserved for future use.**

## Attachment 10F-9

## STATUS NOTIFICATION TRANSACTION ("DZ9")

**10F9.1.** The following entries will be made by the preparing activity in the appropriate fields of the transaction:

**Table 10F9.1. Transaction Entries.**

| <b>Field Legend</b>            | <b>Record Position</b> | <b>Entries and Instructions</b>   |
|--------------------------------|------------------------|---|
| Document Identifier Code       | 1-3                    | Enter document identifier code "DZ9".   |
| Routing Identifier code (TO)   | 4-6                    | Enter the code identifying the activity which submitted the incoming document being rerouted or revised by the DAAS.  |
| Request/Media and Status Code  | 7                      | Perpetuate from original document.  |
| Federal Supply Class           | 8-11                   | When DOD MILSTRIP status code "BG" is entered in rp 79-80, enter the correct FSC for the NIIN; otherwise, perpetuate from the original document.  |
| Other fields                   | 12-56                  | Perpetuate data from the original document.   |
| Routed Document Identification | 57-59                  | Enter the document identifier code from rp 1-3 of the incoming document being routed or revised by the DAAS.  |
| Other fields                   | 60-66                  | Perpetuate data from the original document  |
| Routing Identifier Code        | 67-69                  | When DOD MILSTRIP status code "BM" is entered in rp 79-80, enter the routing identifier of the source of supply to whom DAAS is rerouting the document; otherwise, leave blank.                                   |
| Other Fields                   | 70-76                  | Perpetuate data from the original document.   |
| Blank                          | 77-78                  | Leave blank.  |
| Status Code                    | 79-80                  | Enter DOD MILSTRIP status code "BG" when the FSC in the original document was revised. Enter DOD MILSTRIP status code "BM" when the original document was rerouted to the correct source of supply (atch 10F-10). |

## Attachment 10F-10

**DOD MILSTRAP STATUS CODES FOR USE IN DOD MILSTRAP "DZ9" AND "DZG" TRANSACTIONS**

**10F10.1.** The following status codes will be used to provide status on/or to reject asset support request transactions:

**Table 10F10.1. Status Codes.**

| <b>Code</b> | <b>Definition</b>  |
|-------------|--|
| BG          | FSC has changed but NIIN remains the same as expressed in Original transaction. (Applies to DOD MILSTRAP "DZ9" status notifications only.)   |
| BM          | Your document forwarded to activity indicated in rp 67-69. Forward all nature transactions for this document number to that activity. (Also applies to DOD MILSTRAP "DZ9" status notifications.) |
| CJ          | Rejected. DOD MILSTRAP "DTA" asset support request submitted for obsolete/inactive NSN which cannot be supported. (Applies to DOD MILSTRAP "DZG" transaction rejects only.)                      |



**Attachment 10F-l1**  
**LOGISTIC ASSET SUPPORT ESTIMATE RESPONSE**

**10F11.1. Logistic Asset Support Estimate Response.**

## Attachment 10G-1

## CRITICAL ITEM POINTS OF CONTACT

Table 10G1.1. Critical Item Points of Contact.

| ACTIVITY      | ADDRESS                       | DSN      |
|---------------|-------------------------------|----------|
| USAF/LGSS     | Washington DC 20330           | 227-9429 |
| AFMC/XRIR     | Wright Patterson AFB OH 45433 | 787-0380 |
| AFLMC/LGS     | Gunter AFB AL 36114           | 596-4165 |
| AFRES/LGSW    | Robins AFB GA 31093           | 468-6484 |
| AFSOC/LGSW    | Hurlburt Field FL 32544       | 579-2498 |
| ATC/LGSO      | Randolph AFB TX 78150         | 487-2911 |
| ESC/LGSO      | Kelly AFB TX 78241            | 945-2732 |
| AMC/LGSW      | Scott AFB IL 61115            | 576-5010 |
| NGB/LGRX      | Andrews AFB MD 20331          | 858-8807 |
| PACAF/LGSW    | Hickam AFB HI 98853           | 499-3010 |
| SPACECOM/LKSW | Peterson AFB CO 80914         | 692-5617 |
| ACC/LGSW      | Langley AFB VA 23665          | 574-2105 |
| TIC/DLSS      | Scott AFB IL 62225            | 576-6265 |
| USAFE/LGSW    | APO New York 09102            | 480-6434 |
| SSC/LGSP      | Gunter AFB AL 36114           | 596-4270 |
| OC-ALC/FMIRD  | Tinker AFB OK 73145           | 336-5637 |
| OO-ALC/FMIIPC | Hill AFB UT 84406             | 924-2961 |
| SA-ALC/FMRP   | Kelly AFB TX 78241            | 945-7905 |
| SM-ALC/FMIO   | McClellan AFB CA 95652        | 633-5090 |
| WR-ALC/FMICC  | Robins AFB GA 31098           | 468-0858 |

**Attachment 10H-1**  
**RESERVED**

**10H1.1. Reserved for future use.**

**Attachment 10I-1**

**RESERVED**

**10I1.1. Reserved for future use.**

**Attachment 10J-1**

**RESERVED**

**10J1.1. Reserved for future use.**

**Attachment 10K-1**

**RESERVED**

**10K1.1. Reserved for future use.**

**Attachment 10L-1**

**RESERVED**

**10L1.1. Reserved for future use.**

**Attachment 10M-1**  
**RESERVED**

**10M1.1. Reserved for future use.**



## Attachment 10N-1

## EXPLANATION OF TERMS

**10N1.1.** Listed herein are words or terms, together with their definitions, which are peculiar to this section. Other terms used in this section should have the meaning given in chapter 1.

**Authorized Borrower.** Government agencies, nongovernmental agencies, or an individual, financially responsible, commensurate with the loan situation, including the contingent liability there-of, whose efforts in relation to the loan are in the interest of national defense, or in the general public interest

**Expendable Personal Property.** Personal property which is consumed, loses its identity when used, or is expected to be consumed or lose its identity when used, the accountability of which is terminated when the item is issued.

**Loan.** The use by another agency of the AF personal property by means of a formal loan agreement, for a limited period of time, by another agency.

**Loaning Activity.** An office or organization, headed by the person who has the delegated responsibility and authority to negotiate and consummate formal loan agreements of loanable personal property.

**Loanable Personal Property.** Personal property authorized and essential to mission requirements, which is used on a periodic basis, or which remains idle at predictable periods of time (temporary bleachers, training aids, office equipment, athletic equipment, etc.) and will not include in-use or stand-by property, the absence of which would hinder the overall mission in any manner; (spare parts, emergency equipment, ambulance, fire trucks, weapons, expendable items, etc.). Loanable personal property must be in the possession of the lending agency and remain in such status that the loan does not generate a requirement to requisition or purchase replacements.

**Personal Property.** For the purpose of this section, the term "personal property" includes all property and estate, exclusive of real property, acquired by the Air Force which is presently in AF inventory. It consists of items that are temporary, movable, and subject to personal use or ownership; the more or less permanent machinery, tools, vehicles, furnishings, etc., used to carry out a task; and those items with which a person or organization is outfitted to carry out its mission. The term personal property will be considered as synonymous with property, equipment, materiel, supply items, and public personal property.

**Attachment 10N-2**  
**LOAN AGREEMENT**

**10N2.1.** The following format will be used to negotiate loans of non-excess personal property. Terms pertinent to a specific loan should be included in the remarks section. The initiator of this format will number the document to indicate all parts as shown below, even if another organization is responsible for impact statements and/or signatures in certain parts.

**PART I**

- A. Lending organization.
- B. Parent command.
- C. Authorized borrower.

**PART II**

- A. List of property.
  - (1) National stock number.
  - (2) Part number.
  - (3) Source of supply.
- B. Dollar value.
- C. Time period.
- D. Purpose.

**PART III**

- A. Statement of classified military information and property.
- B. Responsible agency for technical accident or incident investigation.
- C. Requirement for technical personnel to accompany property (HQ USAF must approve).
- D. Remarks:

**PART IV**

- A. This document constitutes a loan agreement between the Air Force and the authorized borrower named in part IC.
- B. The loan is made under authority of 10 USC sections 8012(b), 9831, and 9832, and AFMAN23-110, volume 1, part 1, chapter 10, section 10N.
- C. In cases involving aircraft, the Air Force retains authority to participate in aircraft accident or incident investigations.
- D. The borrower assumes full liability for property damage or loss, personal injury, and costs incurred in movement, activation, conversion, and operation of the property.

**NOTE:** For costs involved in movement between AFM bases (or depots) see AFM 172-1, chapter 10.

- E. The borrower is obligated to protect all proprietary, patent, and industrial rights in the property, and information furnished with or derived from the property.
- F. The property will be returned in good condition (less fair wear and tear) as when loaned and any expense involved in placing the property in such condition will be borne by the borrower
- G. When in the best interest of the government, the Air Force reserves the right to revoke all or any part of the agreement.
- H. Title for the property loaned remains with the Air Force.
- I. The borrower agrees that no person(s) will be discriminated against in connection with the use made of personal property on the grounds of race, color; religion, sex or national origin, nor will any person(s) be denied the benefits of or be subject to discrimination under any program or activity held, conducted or sponsored by the borrower in that any activity, program or use made of the property by the borrower will be in compliance with the provisions of tide VI of the Civil Rights Act of 1964)78 Stat 238; 252 43 USC 2000d). (This paragraph is not applicable for loans to foreign governments.)

#### **PART V**

- A. A statement by the item manager of the effect the loan will have on the total asset position. Typed name, tide, date, signature.
- B. A statement by the air logistics center of the effect the loan will have on USA"" programming requirements and systems programs. Typed name, tide, date, signature.
- C. A statement by the major command of the effect the loan will have on operational requirements. Typed name, tide, date, signature.

#### **PART VI**

- A. Air Force negotiating official. Typed name, tide, date, signature.
- B. Authorized borrower. Typed name, tide, date, signature.

#### **PART VII**

Approving official, organization.  
Typed name, tide, date, signature.

#### **PART VIII**

- A. Date issued.
- B. Date to be returned.

**Attachment 10N-3**  
**SALE AGREEMENT**

**10N3.1. Sale Agreement:**

**PART I**

- A. Selling organization:
- B. Parent command:
- C. Authorized purchaser:

**PART II**

- A. List of property:
- B. Catalog price:
- C. Ownership: Item shall *vest* totally in purchase after formal execution of this agreement by both parties.
- D. Purpose: Replication of part.

**PART III**

- A. Statement of classified military information and property. Item is unclassified.
- B. Responsible agency for technical accident or incident investigation. N/A.

**PART IV**

- A. This document constitutes a formal sale of one each of items in Part IIA between the Air Force and the authorized purchaser named in Part IC.
- B. This sale is made under the authority of Public Law 98-525.
- C. Transportation costs of the item from AF facility to purchaser's plant shall be borne by the purchaser. Item will be shipped "freight collect."
- D. The Air Force warrants that the item to be delivered under this sales agreement is in a serviceable condition. If only repairable assets are available, the matter will be negotiated between the purchaser and seller.
- E. The purchaser certifies that the item will not be loaned, sold, or given to any third party. Failure of this provision will constitute legal recourse on behalf of the Air Force for both item recovery and costs associated therewith.
- F. The purchaser agrees that no person shall be discriminated against in connection with purchase of this item on the grounds of race, color, religion, sex or national origin, nor will any person be denied the benefits of, or be subject to discrimination under any program or activity held, conducted or sponsored by the purchaser in that activity. The program will be in compliance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 238; 42 USC 2000d).
- G. Item will be shipped to borrower's facility on a "freight collect" basis.

**PART V**

- A. A statement by the item manager regarding the effect the sale will have on the total asset position. There will be no adverse impact on total asset position. Item Management Specialist. Typed name, title, date, signature.

B. A statement by ALC regarding the effect the sale will have on USAF programming requirements and systems programs. This sale will not adversely affect programming requirements and system pro-grams. Item Management Division. Typed name, title, date, signature.

**PART VI**

A. Air Force negotiating official. Typed name, title, date, signature.

B. Authorized borrower. Typed name, title, date, signature.

**PART VII**

A. Approving official.

B. Typed name, title, date, signature.

DATE SOLD: Item will be shipped "freight collect" to the purchaser on the date following receipt of payment by the Air Force.

**Attachment 10O-1**  
**RESERVED**

**10O1.1. Reserved for future use.**

**Attachment 10P-1**

**RESERVED**

**10P1.1. Reserved for future use.**

**Attachment 10Q-1**

**RESERVED**

**10Q1.1. Reserved for future use.**



**Attachment 10R-1**

**RESERVED**

**10R1.1. Reserved for future use.**

**Attachment 10S-1**

**RESERVED**

**10S1.1. Reserved for future use.**

**Attachment 10T-1**

**RESERVED**

**10T1.1. Reserved for future use.**

## Attachment 10U-1

## FEDERAL SUPPLY CLASS-ITEM IDENTIFICATION

Table 10U1.1. Federal Supply Classes In which All Items Must Be Identified.

| FSC      | Title   |
|----------|---|
| 6810     | Chemicals   |
| 6820     | Dyes  |
| 6830     | Gases; Compressed and Liquefied                       |
| 6840     | Pest Control Agents and Disinfectants                 |
| 6850     | Miscellaneous Chemical Specialties                    |
| 7930     | Cleaning and Polishing Compounds and Preparations     |
| 8010     | Paints, Dopes, Varnishes, and Related Products        |
| 8030     | Preservative and Sealing Compounds                    |
| 8040     | Adhesives   |
| Group 91 | (Packaged Products only)                              |
| 9110     | Fuels, Solid  |
| 9130     | Liquids Propellants and Fuels, Petroleum Base         |
| 9135     | Liquid Propellant Fuels and Oxidizers, Chemical Base  |
| 9140     | Fuel Oils   |
| 9150     | Oils and Greases: Cutting, Lubricating, and Hydraulic |
| 9160     | Miscellaneous Waxes, Oils and Fats                    |

Table 10U1.2. Federal Supply Classes In Which Only Hazardous items Need to be Identified

| FSC  | Title   | Hazardous Items Requiring Identification  |
|------|---|---|
| 1370 | Pyrotechnics  | Warning fuse, fire starter  |
| 1375 | Demolition Materials  | Explosive device  |
| 2640 | Tire Rebuilding and Tire and Tube Repair Materials          | Only items containing flammable or toxic compounds.   |
| 3439 | Welding and brazing supplies                                | Only hazardous items such as cleaner acids, flux and supplies that contain or produce hazardous fumes.  |
| 3610 | Printing, Duplicating and Book-binding Equipment            | Flammable or toxic lithographic solutions.  |
| 5610 | Mineral Construction Materials, Bulk                        | Hazardous items such as cutback asphalt, deck and floor covering, deck and surface underlay compound sealing compound, flight deck compounds. |
| 5640 | Wallboard, Building Paper, and Thermal Insulation Materials | Asbestos cloth which has loose fibers or flyings that may become airborne.  |
| 6135 | Batteries, Primary  | Lead-acid, and mercury batteries and alkaline (with electrolyte)  |
| 6505 | Drugs, Biologicals, and Official Reagents                   | Only hazardous items.   |

|      |  |   |
|------|--|---|
| 6750 | Photographic Supplies                              | Only items containing hazardous chemicals, solvents, thinners and cements.  |
| 6780 | Photographic Sets, Kits and Outfits                | (See FSC 6750)  |
| 7510 | Office Supplies                                    | Only hazardous items, such as solvents, thinners, cleaning fluids, flammable inks and varnishes.                          |
| 8510 | Perfumes, Toilet Preparations, and Powders         | Shipping containers, and pressurized containers with flammable propellants only   |
| 8520 | Toilet Soap, Shaving Preparations, and Dentifrices | (See FSC 8510)  |
| 8720 | Fertilizers  | Only items containing weed and pest control or other harmful ingredients, or because of their composition, are hazardous. |
| 9920 | Smokers Articles                                   | Lighter fuel and matches only.  |

**Attachment 10V-1**

**RESERVED**

**10V1.1. Reserved for future use.**

**Attachment 10W-1**  
**RESERVED**

**10W1.1. Reserved for future use.**

**Attachment 10X-1**

**RESERVED**

**10X1.1. Reserved for future use.**



**Attachment 10Y-1**  
**RESERVED**

**10Y1.1. Reserved for future use.**

## Attachment 10Z-1

**STORAGE ITEM DATE CORRECTION/CHANGE TRANSACTION ("DZB")**

**10Z1.1.** The following entries will be made by the preparing activity in the appropriate fields of the transaction:

**Table 10Z1.1. Transaction Entries.**

| <b>Field Legend</b>              | <b>Record Position</b> | <b>Entries and Instructions</b>   |
|----------------------------------|------------------------|---|
| Document Identifier Code         | 1-3                    | Enter document identifier code "DZB."   |
| Routing Identifier Code (To)     | 4-6                    | Enter the code identifying the activity to which the card is being forwarded.   |
| Item Data Correction/Change Code | 7                      | Enter the appropriate code from attachment 10Z-2 to indicate the data field(s) affected by the change.  |
| National Stock Number            | 8-24                   | Enter data as follows:  |
|                                  | (8-20)                 | Enter NSN-Indicate the NSN reported in the storage activity transactions or affected by catalog/stock list change.  |
|                                  | 21-24                  | Enter production equipment code (PEC), DOD ammunition code (DODAC), or locally assigned numbers as appropriate otherwise, leave blank.  |
| Unit of Issue                    | 25-26                  | Perpetuate the unit of issue reported in the storage activity transaction or affected by catalog/stock list change.   |
| National Stock Number            | 27-43                  | Enter data as follows:  |
|                                  | (27-39)                | Enter the new NSN when stock number is being changed; otherwise, leave blank.   |
|                                  | (40-43)                | Enter PEC, DODAC, or locally assigned number as appropriate, otherwise, leave blank.  |
| Unit of Issue                    | 44-45                  | Enter the new unit of issue when unit of issue is being changed; otherwise, leave blank.  |
| Unit of Issue Conversion Factor  | 46-50                  | Use only when the unit of issue is being changed; otherwise, leave blank.   |
| Decimal Locator                  | (46)                   | The following table identifies the position of the decimal in the multiplication factor:<br>0 - Whole number (no decimal)<br>1 - Decimal before col 50<br>2 - Decimal before col 49<br>3 - Decimal before col 48<br>4 - Decimal before col 47 |
| Multiplication Factor            | (47-50)                | The factor by which the old quantity must be multiplied to convert to the new unit of issue.  |
| Shelf Life Code                  | 51                     | Enter the new shelf life code if the shelf life code is being changed; otherwise, leave blank.  |

|   |         |  |
|---|---------|--|
| Physical Security/Pilferable Code   | 52      | Enter the new physical security/pilferable code if the code is being changed; otherwise, leave blank.  |
| Demilitarization Code   | 53      | Enter the new demilitarization code if code is being changed; otherwise, leave blank.  |
| Special Action/Info Code for Identifying: (1) Reparability (2) Reclamation (3) Recoverability, etc. | 54-55   | Reserved for future DOD standardization. Present use to accommodate individual service/agency assigned codes.  |
| Managing Activity   | 56-58   | Enter the routing identifier code of the manager.  |
| Date of Preparation   | 59-62   | Enter the Julian date of preparation of document.  |
| Multi-Use   | 63-66   | For intra-service/agency use, enter data prescribed by the service or agency. For inter-service/agency use, leave blank.   |
| Routing Identifier (FROM)   | 67-69   | Enter the code identifying the activity preparing document.  |
| Date  | 70-73   | For inter-service/agency application: Enter the effective date of the catalog/stock list change when applicable, otherwise, leave blank. For intra-Navy application. |
| NSN Suffix  | (70-71) | Enter the new NSN suffix code, special materiel identification code if changed; otherwise, leave blank.  |
| Materiel Control Code   | (72)    | Enter the new materiel control code if changed; otherwise, leave blank.  |
| Decimal Locator   | (73)    | Enter only if unit price is changed.   |
| Multi-Use   | 74-80   | For intra-service/agency use, enter data prescribed by the service or agency. For inter-service/agency use, leave blank.   |

**NOTE:** A catalog/stock list change is processed against an ICP record which will affect stock control data maintained at storage activities. This application is optional for intra-service/agency use.

## Attachment 10Z-2

**CORRECTION/CHANGE CODES FOR STORAGE ITEM RECORDS**

**10Z2.1.** The following one character, alpha/numeric codes inserted in record position (rp) 7 indicate in the storage item data correction/change card, the nature of the change, actions to be taken and the affected data fields:

**Table 10Z2.1. Correction/Change Codes.**

| <b>Code</b> | <b>Title</b>   | <b>Definition</b>  |
|-------------|--|--|
| 1           | Consolidation of National Stock Numbers (NSN)              | Indicates the item represented by the stock number in rp 8-24 is to be consolidated with the item represented by the stock number in rp 27-43. Both items will be issued under the stock number in rp 27-43. |
| 2           | Change of National Stock Number (NSN)                      | Indicates the NSN for the item in rp 8-24 has been changed to the NSN for the item in rp 27-43.  |
| 3           | Change of Shelf Life Code                                  | Indicates the shelf life code has been changed for the item represented by the NSN in rp 8-24. The new shelf life code is shown in rp 51.  |
| 4           | Change of Physical Security/Pilferable Code                | Indicates the physical security/pilferable code has been changed for the item represented by the NSN in rp 8-24. The new physical security/pilferable code is shown in rp 52.                                |
| 5           | Change of Unit of Issue                                    | Indicates the unit of issue has been changed for the item represented by the NSN in rp 8-24. Unit of issue will be changed in accordance with the conversion factor reflected in rp 46-50.                   |
| 6           | Multiple Changes   | Indicated multiple changes for the item represented by the NSN in rp 27-43.  |
| 7           | Change of Demilitarization Code                            | Indicates the demilitarization code has been changed for NSN in rp 8-24. New demilitarization code shown in rp 53.   |
| 8           | National Stock Number Deleted without Replacement          | Indicates NSN in rp 8-24 has been deleted and not replaced.  |
| 9           | National Stock Number Change with Logistic Transfer (Loss) | Indicates NSN in rp 8-24 has been changed to NSN in rp 27-43 with logistic transfer (loss). Gaining IM indicated in rp 56-58.  |
| 0           |  | Deleted.   |
| A-Y         | Not Assigned   | Reserved for intra-service/agency use.   |
| Z           | New or Reinstated National Stock Number                    | Indicates NSN in rp 8-24 is new or reinstated item.  |